

MEETING DATE: February 23, 2009

AGENDA ITEM : Approval of the New Classification Specification for Housing Project Manager and Adoption of a Resolution (1) Adopting a New Classification and Salary Plan to Include the New Classification and (2) Rescinding Resolution 2008-R068.

ATTACHMENTS

	<u>Pages</u>
1. New Classification Specification for Housing Project Manager	1 – 3
2. Labor Market Survey and Classification Specifications	4 – 15
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HOUSING PROJECT MANAGER

DEFINITION

Occupants of this classification are in the unclassified service. This management position plans, implements and monitors programs and projects for the Housing Division in the areas of affordable housing production, redevelopment and preservation. This management position is responsible for assuring the timely and effective implementation of affordable housing projects and programs.

SUPERVISION RECEIVED AND EXERCISED

The position assigned to this classification report to the Housing Programs Administrator. Responsibilities include supervision of professional, technical, and clerical staff and coordination of consultant work activities, as assigned.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists in the development of objectives related to the implementation of housing and development plans. Develops practical and relevant short-term and long-term plans to accomplish these objectives.
2. Inventories and identifies areas within the City to target affordable housing and development projects and programs.
3. Prepares evaluation criteria for proposed affordable housing and development projects, including economic projections, proforma analysis and feasibility assessments.
4. Prepares request for proposals, evaluates proposals, prepares and negotiates contracts, prepares staff reports and manages the consultant's/developer's assignment.
5. Prepares budgets and develops proposed schedules of performance and project management plans for housing and development projects, programs and activities.
6. Monitors all stages of affordable housing and redevelopment projects. Assures timely, and within budget, implementation of housing and development projects under his/her supervision.
7. Oversees and monitors the work of consultants retained by the Division. Coordinates the work activities of support staff, as assigned.
8. Confers and coordinates project activities with other City departments and appropriate public agencies.
9. Works with consultants to assure the timely and accurate appraisal of properties.
10. Prepares and implements coordinated and focused programs to attract new housing projects to the community.

11. Develops and disseminates informational materials. Responds to inquiries from the public, other staff, and agencies.
12. Identifies funding opportunities for affordable housing projects from private, nonprofit, and other governmental entities.
13. Reviews and approves a wide variety of funding requests. Develops, issues and monitors funding commitments. Develops and implements financial strategies to fund desired projects and programs.
14. Provides technical assistance to nonprofit and for-profit developers. Facilitates and negotiates loan agreements and other contracts with public, non-profit and private developers.
15. Participates in the financial assessment of the Redevelopment Agency, projects revenues and expenses, and assesses the feasibility of bond financing.
16. Assists with the reporting functions of the Redevelopment Agency, including the Agency Implementation Plan, Redevelopment Plan amendments, and bond disclosure reports on outstanding Redevelopment Agency tax allocation bonds.
17. Conducts thorough and accurate site analysis of housing properties including zoning, density allowed, access, circulation, parking availability, site layout, cost and financing.
18. Prepares reports, including staff reports, for the Redevelopment Agency and City Council on policy and project matters.
19. Tracks Federal, State, and local legislative regulatory changes that may affect housing and redevelopment activities, and recommends program changes to management, as appropriate.
20. Participates in negotiations with property owners and developers.
21. Participates in preparation of development agreements consistent with advice from legal counsel.
22. Attends meetings, makes public presentations to various community groups, related boards, commissions, agencies and committees, as assigned.
23. Provides staff support and technical assistance to Council/Agency committees and other community groups.
24. Establishes relationship with other private and governmental housing, redevelopment and other development organizations.
25. Performs other related duties, as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of real estate acquisition and development, with an emphasis in affordable housing, redevelopment, or planning.
- Federal, State and local housing finance programs and regulations.
- Relevant Federal, State and local laws and regulations, including State housing law and municipal zoning regulations and development review procedures.
- Financial procedure and regulations pertaining to real estate acquisition and development, business operations, loan management, and property improvements.
- Public and private affordable housing funding sources and requirements.
- Construction and rehabilitation project budgeting and management.
- Financial analysis and negotiation techniques.
- Project planning, implementation, monitoring and evaluation.
- Program and project budgeting.

Skill and Ability to:

- Develop, implement and administer a wide range of projects and programs.
- Outline and schedule implementation of components of housing and development projects in accordance with the adopted project plans.
- Monitor work programs and control budgets.
- Monitor and evaluate the work of consultants.
- Train and coordinate the work of staff.
- Read, understand, interpret, and apply legal, technical, and complex housing and development laws and regulations.
- Read and understand basic legal descriptions of properties, blueprints of buildings and site plans.
- Gather and analyze data, prepare reports, and make recommendations.
- Provide effective customer service.
- Use a personal computer and applicable software applications.
- Make public presentations and communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with fellow employees, consultants, government agencies and the public.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree from an accredited college or university in Public or Business Administration, Finance, Economics, Urban Planning or a closely related field and four (4) years of paid and progressively responsible work experience as a project manager over real estate or affordable housing development projects. Experience must include the financial analysis and monitoring of housing or redevelopment projects, or the management of public capital projects.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends or holidays.

City of Los Angeles Department of Public Works

	Top Monthly Salary	Classification Title	Comparable?	New Program Development	Housing Development	Program Administration	Project Management	Budget Preparation	Comments
Burbank	\$9,231	Housing Officer	no						
	\$9,033	Housing Development Manager	some	x	x	x	x	x	This position is a high level management classification.
	\$7,736	Housing Specialist	no						
Inglewood	\$9,002	HUD Programs Manager	some	x	x		x	x	
Long Beach	\$6,395	Housing Rehabilitation Supervisor II	no						
	\$5,924	Housing Rehabilitation Supervisor I	no						
	\$5,497	Housing Assistance Coordinator	no						
Montebello	\$4,480	Community Development Analyst	no						
	\$3,670	Community Development Specialist	no						
Redondo Beach	\$7,405	Housing Manager	no						This position is a division head.
	\$5,183	Housing Coordinator	no						This position is paraprofessional and is not responsible for the implementation of new housing programs. Position interviews applicants for section 8 and conducts inspections.
	\$7,562	Sr. Administrative Analyst - Housing and Redevelopment	yes	x	x	x	x	x	This classification is almost an exact match for what the City needs.
Santa Monica	\$8,477	Housing Administrator - Production & Preservation	some	x	x	x		x	No project management - this position supervises staff responsible for programs & projects designed to stimulate production and preservation of affordable housing.
	\$7,562	Housing Authority Administrator	some	x		x		x	
Torrance		Housing Manager (Planning Associate)	no						
Gardena		n/a							No housing positions, no Section 8.
Downey		n/a							
Beverly Hills		n/a							
Norwalk		n/a							
Pasadena		n/a							
West Hollywood		n/a							

CITY OF BURBANK

HOUSING DEVELOPMENT MANAGER

DEFINITION

Under direction, to plan, organize, and manage affordable housing development programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and controls the functions and activities of the affordable housing development programs; develops and makes recommendations on goals, objectives, and policies; analyzes and applies various local, state, and federal policies, codes, and laws relating to the operations and administrations of the various programs; develops and implements new programs and changes in existing programs as required by laws, regulations, and other rules; evaluates effectiveness of affordable housing programs; prepares and maintains a variety of reports, including financial reports and records, in accordance with applicable laws and regulations; conducts complex studies and related research; administers operating budgets and cash flow; coordinates program activities with other departments, outside agencies, and community groups; represents the Housing Authority before public groups; reviews and approves specifications; monitor property improvement work; resolves complaints and mediates disputes; identifies funding resources and develops funding proposals; implements and coordinates financial strategies; evaluates proposals; negotiates contracts and development agreements; conducts feasibility studies; provides administrative and technical assistance to managers, City employees, the public, and other interested parties; selects, trains, supervises, and evaluates the performance of staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; acts for and in the absence of the Assistant Community Development Director/Redevelopment Administrator; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and practices of public administration, economics, and redevelopment; principles and practices of housing development including land use, regulatory planning, and zoning requirements; applicable federal, state, and local laws, rules, and regulations regarding affordable housing programs; research methods and techniques; statistical analysis methods; financial and real estate procedures and transactions; contract negotiations and contract law; general building and housing code provisions; tax exempt structures and tax credit programs; community resources; group dynamics and community social-economic factors; equal employment and affirmative action guidelines and policies; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision.
- Skill in - effectively implementing the required knowledge; organizing, directing, and supervising a variety of affordable housing development programs; the use of microcomputers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; training staff in assigned duties.
- Ability to - learn, comprehend, and apply departmental and City policies, rules, and regulations to resolve problems; analyze and accurately interpret a variety of documents and materials and prepare clear, comprehensive and complex reports and recommendations; negotiate complex contracts; maintain accurate records; develop, implement, and manage long range housing programs; monitor property improvement work; administer activities impartially within established policy; follow instructions and directions; operate a computer terminal and other specialized automation equipment; safely operate an automobile; read, write, and communicate in English at an appropriate level; make public presentations; cope with situations calmly and tactfully; establish and maintain effective working relationships with supervisors, fellow employees, other government agencies, financial institutions, and developers, and the public; effectively supervise; coordinate, direct, and prioritize the work of self and others; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; work both indoors and outdoors and travel to locations to inspect properties, attend meetings, and meet with members of the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college with a degree in planning, redevelopment, or related field and five years of professional experience in redevelopment; including at least three years of experience in housing development -OR- a Master's Degree in planning, redevelopment, or related field and four years of professional experience in redevelopment; including at least three years of experience in housing development.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.

HUD PROGRAMS MANAGER

DEFINITION

Under general direction, participates in and manages staff engaged in the operations of Inglewood Housing Authority while maintaining compliance with HUD rules & regulations.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Participates in and manages staff engaged in the operations and activities of the Inglewood Housing Authority; ensures compliance with HUD rules & regulations; manages staff engaged in the operations of Section 8 Housing Assistance Payments Program; assists low-income households with rental subsidy needs; reviews and approves rental assistance payments, contracts and payment requisitions; conducts quality control reviews of program documents and reports; inspects properties for compliance with Housing Quality Standards. Investigates fraud reports and prepares case notes; responds to, researches and resolves customer complaints; mediates landlord and tenant disputes; represents City to local non-profit agencies administering City-funded housing programs; develops new housing programs and services.

Recommend for hires, trains, supervises and disciplines assigned staff; reviews, recommends and approves division's purchase requests; assigns and schedules work activities for assigned staff; prepares performance evaluations for assigned staff; prepares Housing Division budget and staff reports; reviews and approves requests for housing rehabilitation loans and grants.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of Section 8 Housing Assistance Program practices and principles
Knowledgeable of local and federal subsidized housing standards, regulations and guidelines
Skilled in managing, delegating and evaluating work of assigned staff
Skilled in prioritizing and scheduling division work activities
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining productive working relationships
Ability to effectively communicate verbally and in writing
Ability to meet multiple and conflicting deadlines to accomplish division goals and assignments

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending; Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelor Degree in Public Administration, Urban Planning, Property Management or closely related field AND five (5) years experience in housing, property management or social services program including two (2) years at a supervisory level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.



City of
Santa Monica

CITY OF SANTA MONICA

SENIOR ADMINISTRATIVE ANALYST - HOUSING AND REDEVELOPMENT

Class Code:
0797

SALARY RANGE

\$35.34 - \$43.63 Hourly
\$2,826.92 - \$3,490.15 Biweekly
\$6,125.00 - \$7,562.00 Monthly
\$73,500.00 - \$90,744.00 Annually

REPORTS TO: Housing Manager, Housing Administrator - Production and Preservation, or Administrative Services Officer - Earthquake Recovery Administrator

DEPARTMENT: Housing and Economic Development

DIVISION: Housing

APPROVED: Personnel Board 4/24/08 (rev.); 02/26/04

JOB SUMMARY: Plans, implements and monitors programs and projects for the Housing Division in the areas of redevelopment and affordable housing production and preservation.

MAJOR DUTIES:

(Duties may vary depending on assignment.)

Develops and recommends new housing and redevelopment programs, policies, procedures, and administrative guidelines.

Prepares evaluation criteria for proposed housing and redevelopment projects.

Negotiates and monitors all stages of housing and redevelopment projects. Performs feasibility assessments, prepares budgets, selects developers, and completes development underwriting.

Coordinates and monitors project activities to ensure that funds are utilized in accordance with appropriate laws and regulations.

Serves as a project manager for a variety of complex housing and redevelopment programs and projects. Confers and coordinates project activities with other City departments and appropriate public agencies.

Identifies funding opportunities for housing and redevelopment projects from private, nonprofit, and other governmental entities.

Provides technical assistance to nonprofit and for-profit developers.

Participates in the preparation of the Division budget, as directed.

Analyzes and reviews proposed public capital improvement projects to ensure compliance with the approved goals and objectives of the Redevelopment Plan.

Meets and confers with other taxing agencies, including the County Tax Assessor, on matters related to tax assessment on both secured and unsecured valuations.

Reviews, monitors, and assesses the impact of changes to property tax values resulting from taxpayer appeals, changes in property ownership, new construction activities, and inflation for the purpose of projecting future tax increment revenue.

Participates in the financial assessment of the Redevelopment Agency, projects revenues and expenses, and assesses the feasibility of bond financing.

Assists with all reporting functions of the Redevelopment Agency including the Agency Implementation Plan, Redevelopment Plan amendments, and bond disclosure reports on outstanding Redevelopment Agency tax allocation bonds.

Conducts research and prepares financial and other reports, maintains records and prepares correspondence.

Develops and disseminates informational materials. Responds to inquiries from the public, other staff and agencies.

Attends meetings, makes public presentations to various community groups, related boards, commissions, agencies and committees, as assigned.

Keeps abreast of Federal, State, and local legislative regulatory changes that may affect housing and redevelopment activities, and recommends program changes to management, as appropriate.

Coordinates the work activities of support staff, as assigned. Oversees and monitors the work of consultants retained by the Division.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles and practices of real estate acquisition and development, with an emphasis in affordable housing, redevelopment, or planning.

Construction and rehabilitation project budgeting and management.

Financial analysis techniques.

Relevant Federal, State and local laws and regulations.

Project planning, implementation, monitoring and evaluation.

Program and project budgeting.

Effective customer service techniques.

Ability to:

Develop, implement and administer a wide range of projects and programs.

Gather and analyze data, prepare reports, and make recommendations.

Interpret and apply relevant laws and regulations.

Monitor and evaluate the work of consultants.

Make public presentations and communicate effectively orally and in writing.

Train and coordinate the work of staff.

Provide effective customer service.

Establish and maintain effective and cooperative working relationships with a variety of individuals, community organizations, agencies and the public.

Skill In:

Project management and negotiation.

Using a personal computer and applicable software applications.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Finance, Economics, Urban Planning or a closely related field.

Three years of recent, paid professional work experience in affordable housing, redevelopment, economic development, and/or urban planning. Experience must include the financial analysis and monitoring of housing or redevelopment projects, or the management of public capital projects.

Licenses and Certificates:

Possession of a valid Class C driver license.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under the general supervision of the Housing Manager, Housing Administrator-Preservation and Production, or the Administrative Services Officer-Earthquake Recovery Administrator, who outline work assignments, monitor work in progress, and review completed work.

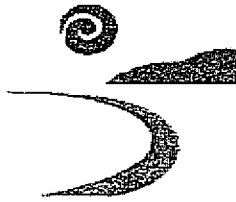
SUPERVISION EXERCISED:

Coordinates the work activities of consultants and support staff, as assigned.

WORKING CONDITIONS:

Work is performed primarily in an office environment. Work involves frequently changing work priorities and the ability to meet deadlines. Must be available to attend meetings, make public presentations, and travel to various work sites.

0797



City of
Santa Monica
CITY OF SANTA MONICA

HOUSING AUTHORITY ADMINISTRATOR

Class Code:
0769

SALARY RANGE

\$39.61 - \$48.91 Hourly
\$3,168.92 - \$3,912.46 Biweekly
\$6,866.00 - \$8,477.00 Monthly
\$82,392.00 - \$101,724.00 Annually

REPORTS TO: Housing Manager

DEPARTMENT: Housing and Economic Development

DIVISION: Housing

APPROVED: Personnel Board 4/24/08 (rev.); 01/31/02

JOB SUMMARY: Plans, develops, administers, and supervises the operation of the City's Housing Authority and related housing assistance and social services programs. Supervises, assigns and evaluates the work of professional and clerical support staff.

MAJOR DUTIES:

Develops, plans, administers, and supervises the overall operation of voucher housing assistance payment programs and related housing assistance programs in accordance with Federal regulations, policies and procedures.

Supervises staff engaged in coordinating and implementing housing assistance and social services programs, including rent subsidy and rehabilitation programs.

Plans, develops, and monitors programs and other activities designed to stimulate the preservation, development and financing of affordable housing.

Confers with the Housing Manager regarding policy, management and financial concerns of the Housing Division.

Analyzes, formulates and implements new or revised policies and administrative regulations. Establishes and applies criteria for the funding of housing programs and projects.

Identifies funding resources for housing programs and develops funding proposals. Develops and implements financial strategies to fund desired projects and programs.

Facilitates and negotiates grants, loan agreements, and other contracts with public, non-profit and/or private developers.

Reviews and approves a wide variety of funding requests. Develops, issues and monitors subsequent funding commitments.

Plans and conducts complex administrative studies and related research including feasibility studies, needs assessment and program evaluations.

Develops and monitors automated management systems to coordinate programs project records, and for monitoring multiple sources of funds.

Develops and maintains internal operating procedures and records in accordance with Federal regulations and reporting guidelines.

Prepares and oversees the preparation of a variety of budget and performance reports to monitor internal effectiveness and for compliance with Federal regulations and reporting guidelines. Monitors Federal, State and

local governmental contract renewals, covenants and restrictions.

Keeps abreast of Federal, State and local legislative and regulatory changes that may affect housing programs. Informs management of changes and makes adjustments to relevant programs.

Serves as a liaison between the City and local, State, and Federal agencies, community groups, and organizations regarding housing assistance programs. Responds to inquiries and complaints and makes referrals to appropriate service.

Mediates disputes between property owners and tenants as it pertains to public housing assistance and oversees payments to property owners.

Selects, evaluates, and supervises professional, technical and clerical support staff. Prepares performance evaluations, reviews employee time cards, and approves vacation schedules and sick leave.

Makes presentations to the City Council, boards, commissions, public and non-profit agencies and other community groups.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles and practices of public administration.
Federal, State and local housing program trends, objectives and resources.
Voucher housing assistance payment programs policy, procedures and practices.
Rehabilitation and related general rental assistance programs.
Finance, accounting and fund management.
Public and private funding sources.
Budget development and management.
State and Federal grant procedure and management.
Relevant local, Federal, and State laws and regulations.
Project and program management.
Supervisory principles, practices and techniques.
Effective customer service techniques.

Ability to:

Plan, manage, supervise and coordinate the operations of a Housing Authority.
Prepare analytical and financial reports.
Make accurate calculations and revenue estimates.
Interpret and apply relevant policies, laws and regulations.
Develop and implement policies and procedures.
Develop and implement innovative programs and projects.
Communicate effectively both orally and in writing.
Analyze problems and develop effective and realistic solutions and policy alternatives.
Select, train and supervise staff.
Provide effective customer service.
Establish and maintain effective and cooperative working relationships with a variety of individuals, agencies, businesses and community organizations, including other City department staff.

Skill in:

Program management and evaluation.
Using a personal computer and applicable software applications.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Social Services, or a closely related field.

Four years of recent, paid and progressively responsible administrative work experience with housing assistance payment programs or related affordable housing programs. At least two years of the recent, paid experience must have included supervisory responsibilities or leading and coordinating the work of others. Completion of the City of Santa Monica's Pre-Supervisory Academy or equivalent training may substitute for one year of the required supervisory or leading and coordinating experience.

Licenses and Certificates:

None.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under the administrative supervision of the Housing Manager, who assigns work and reviews work in progress and upon completion.

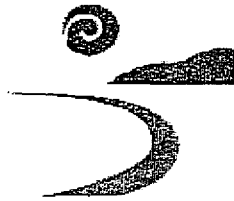
SUPERVISION EXERCISED:

Exercises administrative supervision over professional and clerical support staff, making detailed work assignments, frequently reviewing work in progress and upon completion.

WORKING CONDITIONS:

Work is performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments. Will be required on occasion to work evenings and weekends. Must be able to work with individuals and families who have a variety of social/economical needs.

0769



City of
Santa Monica

CITY OF SANTA MONICA

HOUSING ADMINISTRATOR - PRODUCTION AND PRESERVATION

Class Code:
0815

SALARY RANGE

\$39.61 - \$48.91 Hourly
\$3,168.92 - \$3,912.46 Biweekly
\$6,866.00 - \$8,477.00 Monthly
\$82,392.00 - \$101,724.00 Annually

REPORTS TO: Housing Manager

DEPARTMENT: Housing and Economic Development

DIVISION: Housing

APPROVED: Personnel Board 4/24/08 (rev.); 11/20/02

JOB SUMMARY: Performs complex administrative duties and supervises staff responsible for programs and projects designed to stimulate the production and preservation of affordable housing. Formulates, interprets, and applies housing policies and procedures. Prepares and monitors the unit annual budget. Supervises, assigns and evaluates the work of professional and clerical support staff.

MAJOR DUTIES:

Plans, organizes, administers, and coordinates programs and projects for the production, financing and preservation of affordable housing.

Supervises staff on policy and development projects related to affordable housing, including production and preservation programs.

Confers with the Housing Manager regarding policy, management and financial concerns of the Housing Production and Preservation Unit.

Analyzes, formulates and implements policies and administrative regulations. Establishes and applies criteria for the funding of housing programs and projects.

Develops, coordinates and implements underwriting policies and practices. Establishes and implements underwriting criteria and guidelines. Formulates and implements trust fund guidelines.

Facilitates and negotiates loan agreements and other contracts with public, non-profit and/or private developers.

Reviews and approves a wide variety of funding requests. Develops, issues and monitors funding commitments. Develops and implements financial strategies to fund desired projects and programs.

Prepares and monitors the unit budget. Formulates goals, objectives, performance measures and expenditures for the unit budget.

Serves as liaison to the Housing Commission. Represents the City on various task forces and committees. Makes public presentations and attends and participates in a variety of meetings.

Prepares reports including staff reports for the Housing Commission and City Council on policy and project matters. Reviews and edits written materials including draft reports, correspondence, loan documents and staff reports.

Serves as a liaison and facilitates communication between staff and other City departments; local, State and Federal agencies; community groups; and non-profit organizations.

Plans and conducts administrative studies and related research including feasibility studies, needs assessments

and program evaluations.

Monitors Federal, State and local legislative and regulatory changes that may affect housing programs. Makes recommendations to management regarding State and Federal legislation and makes adjustments to relevant programs and projects.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles and practices of real estate finance and development.
Federal, State and local housing finance programs and regulations.
State housing law.
Principles of zoning.
Basic principles and practices of Federal and State environmental compliance legislation.
Research techniques.
Public and private funding sources and requirements.
Budget development and management.
Project and program management.
Mathematics, statistics and finance for underwriting development projects.
Management and leadership principles.
Supervisory principles, practices and techniques.
Effective customer service techniques.

Ability to:

Plan, supervise and coordinate the activities of a unit.
Prepare analytical and financial reports.
Make accurate calculations and revenue estimates.
Analyze underwriting requests and make sound funding decisions.
Formulate, interpret and apply relevant public policies, laws and regulations.
Develop and implement innovative programs and projects.
Communicate clearly and effectively both orally and in writing.
Analyze complex issues and synthesize cogent policy recommendations.
Select, train and supervise staff.
Provide effective customer service.
Establish and maintain effective and cooperative working relationships with a variety of individuals, agencies, businesses and community organizations, including other City department staff.

Skill in:

Management and leadership.
Meeting and group facilitation.
Using a personal computer and applicable software applications.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Urban Planning, Real Estate, Finance or a closely related field.

Four years of recent, paid and progressively responsible administrative work experience as a project manager over real estate or affordable housing development projects. At least two years of the recent, paid experience must have included supervisory responsibilities or leading and coordinating the work of others. Completion of the City of Santa Monica's Pre-Supervisory Academy or equivalent training may substitute for one year of the required supervisory or leading and coordinating experience.

Licenses and Certificates:

None.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under the administrative supervision of the Housing Manager, who assigns work and reviews work in progress and upon completion.

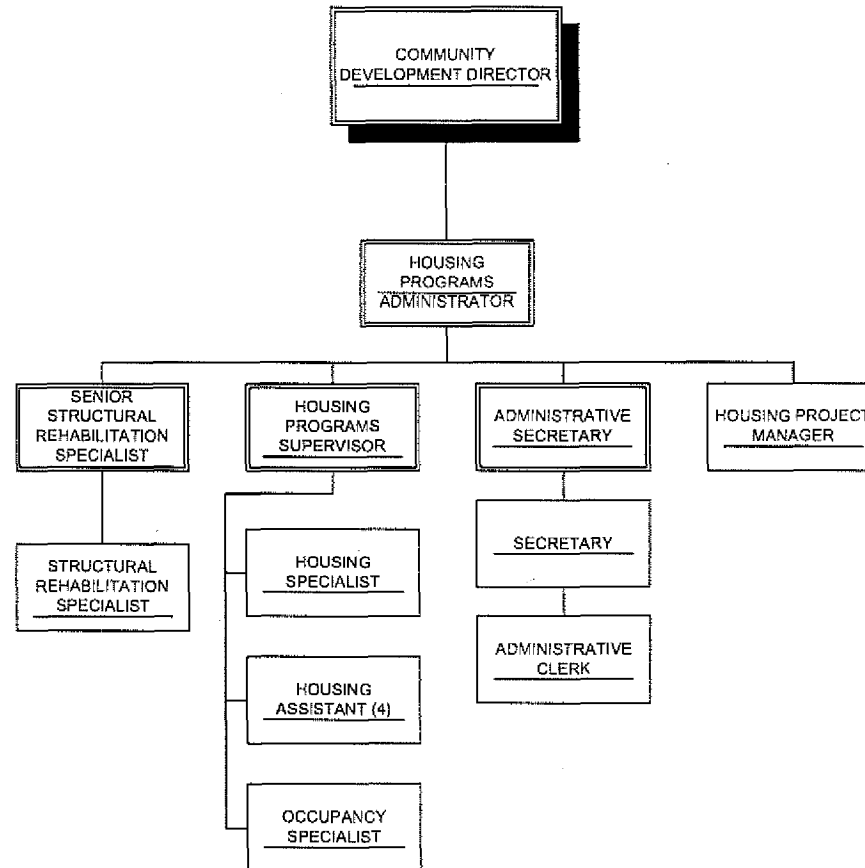
SUPERVISION EXERCISED:

Exercises administrative supervision over professional and clerical support staff, making detailed work

WORKING CONDITIONS:

0815

COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING DIVISION



Attachment No. 3

FISCAL YEAR 2008-2009

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RESOLUTION NO. 2009-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, ADOPTING A NEW
CLASSIFICATION AND SALARY PLAN TO INCLUDE THE
POSITION OF HOUSING PROJECT MANAGER AND
RESCINDING RESOLUTION NO 2008-R068.

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows:

1. The Classification and Salary Plan attached hereto as Exhibit "A" and
incorporated herein by reference, which includes the new position of Housing Project
Manager, is hereby adopted by establishing the salary range for Housing Project Manager
to 568.

2. Resolution 2008-R068 is hereby rescinded.

3. The Chief Financial Officer is hereby directed to adjust and pay
salaries of the City employee in accordance with the Classification and Salary Plan
adopted and approved by this Resolution.

4. This Resolution is effective immediately upon its adoption.

APPROVED and ADOPTED this _____ day of _____, 2009.

D. SCOTT MALSIN, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE
City Clerk

for 
CAROL A. SCHWAB
City Attorney



CLASSIFICATION AND SALARY PLAN

Effective 01/01/09

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
ClassTitle	BU	Grade	Step	ClassCode	HourlyAmt	MonthlyAmt	AnnualAmt
Accounting Division Manager	MGMT	560	A	PRA003	40.535	7,026.07	84,312.80
		560	B	PRA003	42.607	7,385.21	88,622.56
		560	C	PRA003	44.784	7,762.56	93,150.72
		560	D	PRA003	47.073	8,159.32	97,911.84
		560	E	PRA003	49.478	8,576.19	102,914.24
Asst City Attorney	MGMT	620	A	OAS002	54.663	9,474.92	113,699.04
		620	B	OAS002	57.457	9,959.21	119,510.56
		620	C	OAS002	60.393	10,468.12	125,617.44
		620	D	OAS002	63.479	11,003.03	132,036.32
		620	E	OAS002	66.722	11,565.15	138,781.76
Asst City Manager	MGMT	679	A	OAE015	73.350	12,714.00	152,568.00
		679	B	OAE015	77.098	13,363.65	160,363.84
		679	C	OAE015	81.038	14,046.59	168,559.04
		679	D	OAE015	85.179	14,764.36	177,172.32
		679	E	OAE015	89.531	15,518.71	186,224.48
Asst City Prosecutor	MGMT	584	A	PRL001	45.685	7,918.73	95,024.80
		584	B	PRL001	48.019	8,323.29	99,879.52
		584	C	PRL001	50.473	8,748.65	104,983.84
		584	D	PRL001	53.052	9,195.68	110,348.16
		584	E	PRL001	55.763	9,665.59	115,987.04
Asst Equip Maint Manager	MGMT	534	A	OAS008	35.608	6,172.05	74,064.64
		534	B	OAS008	37.428	6,487.52	77,850.24
		534	C	OAS008	39.340	6,818.93	81,827.20
		534	D	OAS008	41.351	7,167.51	86,010.08
		534	E	OAS008	43.464	7,533.76	90,405.12
Asst to the City Manager	MGMT	586	A	OAD025	46.143	7,998.12	95,977.44
		586	B	OAD025	48.501	8,406.84	100,882.08
		586	C	OAD025	50.979	8,836.36	106,036.32
		586	D	OAD025	53.583	9,287.72	111,452.64
		586	E	OAD025	56.322	9,762.48	117,149.76
Budget Division Manager	MGMT	560	A	PRO012	40.535	7,026.07	84,312.80
		560	B	PRO012	42.607	7,385.21	88,622.56
		560	C	PRO012	44.784	7,762.56	93,150.72
		560	D	PRO012	47.073	8,159.32	97,911.84
		560	E	PRO012	49.478	8,576.19	102,914.24
Budget Management Analyst	MGMT	525	A	PRO011	34.046	5,901.31	70,815.68
		525	B	PRO011	35.786	6,202.91	74,434.88
		525	C	PRO011	37.615	6,519.93	78,239.20
		525	D	PRO011	39.537	6,853.08	82,236.96
		525	E	PRO011	41.557	7,203.21	86,438.56

Building Maintenance Supv	MGMT	512	A	SKS001	31.910	5,531.07	66,372.80
		512	B	SKS001	33.541	5,813.77	69,765.28
		512	C	SKS001	35.255	6,110.87	73,330.40
		512	D	SKS001	37.056	6,423.04	77,076.48
		512	E	SKS001	38.950	6,751.33	81,016.00
Building Official	MGMT	618	A	OAD006	54.121	9,380.97	112,571.68
		618	B	OAD006	56.886	9,860.24	118,322.88
		618	C	OAD006	59.794	10,364.29	124,371.52
		618	D	OAD006	62.849	10,893.83	130,725.92
		618	E	OAD006	66.060	11,450.40	137,404.80
Chief Financial Officer	MGMT	671	A	OAE018	70.482	12,216.88	146,602.56
		671	B	OAE018	74.083	12,841.05	154,092.64
		671	C	OAE018	77.869	13,497.29	161,967.52
		671	D	OAE018	81.848	14,186.99	170,243.84
		671	E	OAE018	86.030	14,911.87	178,942.40
Chief Information Officer	MGMT	655	A	OAE001	65.079	11,280.36	135,364.32
		655	B	OAE001	68.404	11,856.69	142,280.32
		655	C	OAE001	71.899	12,462.49	149,549.92
		655	D	OAE001	75.573	13,099.32	157,191.84
		655	E	OAE001	79.435	13,768.73	165,224.80
City Accountant	MGMT	581	A	OAD015	45.008	7,801.39	93,616.64
		581	B	OAD015	47.308	8,200.05	98,400.64
		581	C	OAD015	49.725	8,619.00	103,428.00
		581	D	OAD015	52.266	9,059.44	108,713.28
		581	E	OAD015	54.937	9,522.41	114,268.96
City Attorney	MGMT	703	A	OAE005	82.666	14,328.77	171,945.28
		703	B	OAE005	86.891	15,061.11	180,733.28
		703	C	OAE005	91.331	15,830.71	189,968.48
		703	D	OAE005	95.998	16,639.65	199,675.84
		703	E	OAE005	100.903	17,489.85	209,878.24
City Controller	MGMT	635	A	OAE016	58.905	10,210.20	122,522.40
		635	B	OAE016	61.915	10,731.93	128,783.20
		635	C	OAE016	65.079	11,280.36	135,364.32
		635	D	OAE016	68.404	11,856.69	142,280.32
		635	E	OAE016	71.899	12,462.49	149,549.92
City Manager	MGMT	724	A	OAE006	91.793	15,910.79	190,929.44
		724	B	OAE006	96.483	16,723.72	200,684.64
		724	C	OAE006	101.414	17,578.43	210,941.12
		724	D	OAE006	106.597	18,476.81	221,721.76
		724	E	OAE006	112.043	19,420.79	233,049.44
Claims & Safety Coord	MGMT	528	A	OAS013	34.560	5,990.40	71,884.80
		528	B	OAS013	36.326	6,296.51	75,558.08
		528	C	OAS013	38.182	6,618.21	79,418.56
		528	D	OAS013	40.133	6,956.39	83,476.64
		528	E	OAS013	42.184	7,311.89	87,742.72
Communications Supervisor	MGMT	528	A	TCS011	34.560	5,990.40	71,884.80
		528	B	TCS011	36.326	6,296.51	75,558.08

		528	C	TCS011	38.182	6,618.21	79,418.56
		528	D	TCS011	40.133	6,956.39	83,476.64
		528	E	TCS011	42.184	7,311.89	87,742.72
Community Development Director	MGMT	636	A	OAE007	59.200	10,261.33	123,136.00
		636	B	OAE007	62.225	10,785.67	129,428.00
		636	C	OAE007	65.403	11,336.52	136,038.24
		636	D	OAE007	68.747	11,916.15	142,993.76
		636	E	OAE007	72.260	12,525.07	150,300.80
Cultural Affairs Coordinator	MGMT	534	A	OAS015	35.608	6,172.05	74,064.64
		534	B	OAS015	37.428	6,487.52	77,850.24
		534	C	OAS015	39.340	6,818.93	81,827.20
		534	D	OAS015	41.351	7,167.51	86,010.08
		534	E	OAS015	43.464	7,533.76	90,405.12
Cultural Affairs Manager	MGMT	573	A	OAD016	43.247	7,496.15	89,953.76
		573	B	OAD016	45.457	7,879.21	94,550.56
		573	C	OAD016	47.780	8,281.87	99,382.40
		573	D	OAD016	50.222	8,705.15	104,461.76
		573	E	OAD016	52.787	9,149.75	109,796.96
Deputy City Attorney I	MGMT	591	A	PRL002	47.308	8,200.05	98,400.64
		591	B	PRL002	49.725	8,619.00	103,428.00
		591	C	PRL002	52.266	9,059.44	108,713.28
		591	D	PRL002	54.937	9,522.41	114,268.96
		591	E	PRL002	57.744	10,008.96	120,107.52
Deputy City Attorney II	MGMT	606	A	PRL003	50.979	8,836.36	106,036.32
		606	B	PRL003	53.583	9,287.72	111,452.64
		606	C	PRL003	56.322	9,762.48	117,149.76
		606	D	PRL003	59.200	10,261.33	123,136.00
		606	E	PRL003	62.225	10,785.67	129,428.00
Deputy City Clerk	MGMT	499	A	OAS007	29.909	5,184.23	62,210.72
		499	B	OAS007	31.437	5,449.08	65,388.96
		499	C	OAS007	33.044	5,727.63	68,731.52
		499	D	OAS007	34.732	6,020.21	72,242.56
		499	E	OAS007	36.507	6,327.88	75,934.56
Deputy City Treasurer	MGMT	618	A	OAD012	54.121	9,380.97	112,571.68
		618	B	OAD012	56.886	9,860.24	118,322.88
		618	C	OAD012	59.794	10,364.29	124,371.52
		618	D	OAD012	62.849	10,893.83	130,725.92
		618	E	OAD012	66.060	11,450.40	137,404.80
Deputy Comm Devel Dir/Plan Mgr	MGMT	612	A	OAD008	52.525	9,104.33	109,252.00
		612	B	OAD008	55.209	9,569.56	114,834.72
		612	C	OAD008	58.031	10,058.71	120,704.48
		612	D	OAD008	60.996	10,572.64	126,871.68
		612	E	OAD008	64.112	11,112.75	133,352.96
Deputy Human Resources Dir	MGMT	579	A	PRO006	44.561	7,723.91	92,686.88
		579	B	PRO006	46.838	8,118.59	97,423.04
		579	C	PRO006	49.232	8,533.55	102,402.56
		579	D	PRO006	51.748	8,969.65	107,635.84

		579	E	PRO006	54.391	9,427.77	113,133.28
Deputy Transportation Director	MGMT	606	A	OAD022	50.979	8,836.36	106,036.32
		606	B	OAD022	53.583	9,287.72	111,452.64
		606	C	OAD022	56.322	9,762.48	117,149.76
		606	D	OAD022	59.200	10,261.33	123,136.00
		606	E	OAD022	62.225	10,785.67	129,428.00
Economic Development Manager	MGMT	568	A	PRP007	42.184	7,311.89	87,742.72
		568	B	PRP007	44.340	7,685.60	92,227.20
		568	C	PRP007	46.605	8,078.20	96,938.40
		568	D	PRP007	48.987	8,491.08	101,892.96
		568	E	PRP007	51.490	8,924.93	107,099.20
Electrical Maint Supervisor	MGMT	517	A	SKS002	32.716	5,670.77	68,049.28
		517	B	SKS002	34.388	5,960.59	71,527.04
		517	C	SKS002	36.145	6,265.13	75,181.60
		517	D	SKS002	37.992	6,585.28	79,023.36
		517	E	SKS002	39.933	6,921.72	83,060.64
Emergency Prepare Coordinator	MGMT	532	A	OAS017	35.255	6,110.87	73,330.40
		532	B	OAS017	37.056	6,423.04	77,076.48
		532	C	OAS017	38.950	6,751.33	81,016.00
		532	D	OAS017	40.940	7,096.27	85,155.20
		532	E	OAS017	43.032	7,458.88	89,506.56
Enforcement Services Manager	MGMT	524	A	OAD029	33.877	5,872.01	70,464.16
		524	B	OAD029	35.608	6,172.05	74,064.64
		524	C	OAD029	37.428	6,487.52	77,850.24
		524	D	OAD029	39.340	6,818.93	81,827.20
		524	E	OAD029	41.351	7,167.51	86,010.08
Engineering Services Manager	MGMT	605	A	OAD019	50.725	8,792.33	105,508.00
		605	B	OAD019	53.317	9,241.61	110,899.36
		605	C	OAD019	56.041	9,713.77	116,565.28
		605	D	OAD019	58.905	10,210.20	122,522.40
		605	E	OAD019	61.915	10,731.93	128,783.20
Environmental Coordinator	MGMT	532	A	PRO010	35.255	6,110.87	73,330.40
		532	B	PRO010	37.056	6,423.04	77,076.48
		532	C	PRO010	38.950	6,751.33	81,016.00
		532	D	PRO010	40.940	7,096.27	85,155.20
		532	E	PRO010	43.032	7,458.88	89,506.56
Environmental Prog & Ops Mgr	MGMT	605	A	OAD030	50.725	8,792.33	105,508.00
		605	B	OAD030	53.317	9,241.61	110,899.36
		605	C	OAD030	56.041	9,713.77	116,565.28
		605	D	OAD030	58.905	10,210.20	122,522.40
		605	E	OAD030	61.915	10,731.93	128,783.20
Equipment Maint Manager	MGMT	584	A	OAD010	45.685	7,918.73	95,024.80
		584	B	OAD010	48.019	8,323.29	99,879.52
		584	C	OAD010	50.473	8,748.65	104,983.84
		584	D	OAD010	53.052	9,195.68	110,348.16
		584	E	OAD010	55.763	9,665.59	115,987.04

Executive Asst to the City Mgr	MGMT	495	A	OAS009	29.318	5,081.79	60,981.44
		495	B	OAS009	30.816	5,341.44	64,097.28
		495	C	OAS009	32.391	5,614.44	67,373.28
		495	D	OAS009	34.046	5,901.31	70,815.68
		495	E	OAS009	35.786	6,202.91	74,434.88
Facilities Maint Supervisor	MGMT	527	A	SKS008	34.388	5,960.59	71,527.04
		527	B	SKS008	36.145	6,265.13	75,181.60
		527	C	SKS008	37.992	6,585.28	79,023.36
		527	D	SKS008	39.933	6,921.72	83,060.64
		527	E	SKS008	41.974	7,275.49	87,305.92
Housing Programs Administrator	MGMT	582	A	OAD013	45.231	7,840.04	94,080.48
		582	B	OAD013	47.543	8,240.79	98,889.44
		582	C	OAD013	49.972	8,661.81	103,941.76
		582	D	OAD013	52.525	9,104.33	109,252.00
		582	E	OAD013	55.209	9,569.56	114,834.72
Housing Programs Supervisor	MGMT	524	A	PRO003	33.877	5,872.01	70,464.16
		524	B	PRO003	35.608	6,172.05	74,064.64
		524	C	PRO003	37.428	6,487.52	77,850.24
		524	D	PRO003	39.340	6,818.93	81,827.20
		524	E	PRO003	41.351	7,167.51	86,010.08
Housing Project Manager	MGMT	568	A	PRP003	42.184	7,311.89	87,742.72
		568	B	PRP003	44.340	7,685.60	92,227.20
		568	C	PRP003	46.605	8,078.20	96,938.40
		568	D	PRP003	48.987	8,491.08	101,892.96
		568	E	PRP003	51.490	8,924.93	107,099.20
Human Resources Analyst	MGMT	509	A	PRO005	31.437	5,449.08	65,388.96
		509	B	PRO005	33.044	5,727.63	68,731.52
		509	C	PRO005	34.732	6,020.21	72,242.56
		509	D	PRO005	36.507	6,327.88	75,934.56
		509	E	PRO005	38.373	6,651.32	79,815.84
Human Resources Director	MGMT	635	A	OAE011	58.905	10,210.20	122,522.40
		635	B	OAE011	61.915	10,731.93	128,783.20
		635	C	OAE011	65.079	11,280.36	135,364.32
		635	D	OAE011	68.404	11,856.69	142,280.32
		635	E	OAE011	71.899	12,462.49	149,549.92
Human Resources Svc Analyst	MGMT	492	A	PRO013	28.883	5,006.39	60,076.64
		492	B	PRO013	30.359	5,262.23	63,146.72
		492	C	PRO013	31.910	5,531.07	66,372.80
		492	D	PRO013	33.541	5,813.77	69,765.28
		492	E	PRO013	35.255	6,110.87	73,330.40
Intergovern Relations Officer	MGMT	556	A	OAS003	39.735	6,887.40	82,648.80
		556	B	OAS003	41.765	7,239.27	86,871.20
		556	C	OAS003	43.899	7,609.16	91,309.92
		556	D	OAS003	46.143	7,998.12	95,977.44
		556	E	OAS003	48.501	8,406.84	100,882.08
Legal Operations Manager	MGMT	544	A	OAD002	37.428	6,487.52	77,850.24
		544	B	OAD002	39.340	6,818.93	81,827.20

		544	C	OAD002	41.351	7,167.51	86,010.08
		544	D	OAD002	43.464	7,533.76	90,405.12
		544	E	OAD002	45.685	7,918.73	95,024.80
Maintenance Manager	MGMT	586	A	OAD014	46.143	7,998.12	95,977.44
		586	B	OAD014	48.501	8,406.84	100,882.08
		586	C	OAD014	50.979	8,836.36	106,036.32
		586	D	OAD014	53.583	9,287.72	111,452.64
		586	E	OAD014	56.322	9,762.48	117,149.76
Maintenance Operations Manager	MGMT	586	A	OAD026	46.143	7,998.12	95,977.44
		586	B	OAD026	48.501	8,406.84	100,882.08
		586	C	OAD026	50.979	8,836.36	106,036.32
		586	D	OAD026	53.583	9,287.72	111,452.64
		586	E	OAD026	56.322	9,762.48	117,149.76
Management Analyst	MGMT	509	A	PRO001	31.437	5,449.08	65,388.96
		509	B	PRO001	33.044	5,727.63	68,731.52
		509	C	PRO001	34.732	6,020.21	72,242.56
		509	D	PRO001	36.507	6,327.88	75,934.56
		509	E	PRO001	38.373	6,651.32	79,815.84
Park Maintenance Supervisor	MGMT	504	A	SMS001	30.663	5,314.92	63,779.04
		504	B	SMS001	32.230	5,586.53	67,038.40
		504	C	SMS001	33.877	5,872.01	70,464.16
		504	D	SMS001	35.608	6,172.05	74,064.64
		504	E	SMS001	37.428	6,487.52	77,850.24
Parks Manager	MGMT	554	A	OAD020	39.340	6,818.93	81,827.20
		554	B	OAD020	41.351	7,167.51	86,010.08
		554	C	OAD020	43.464	7,533.76	90,405.12
		554	D	OAD020	45.685	7,918.73	95,024.80
		554	E	OAD020	48.019	8,323.29	99,879.52
Parks, Rec & Cmty Svc Director	MGMT	634	A	OAE009	58.612	10,159.41	121,912.96
		634	B	OAE009	61.607	10,678.55	128,142.56
		634	C	OAE009	64.755	11,224.20	134,690.40
		634	D	OAE009	68.064	11,797.76	141,573.12
		634	E	OAE009	71.542	12,400.61	148,807.36
Public Information Officer	MGMT	532	A	OAS001	35.255	6,110.87	73,330.40
		532	B	OAS001	37.056	6,423.04	77,076.48
		532	C	OAS001	38.950	6,751.33	81,016.00
		532	D	OAS001	40.940	7,096.27	85,155.20
		532	E	OAS001	43.032	7,458.88	89,506.56
Public Works Dir/City Engineer	MGMT	647	A	OAE003	62.536	10,839.57	130,074.88
		647	B	OAE003	65.732	11,393.55	136,722.56
		647	C	OAE003	69.090	11,975.60	143,707.20
		647	D	OAE003	72.621	12,587.64	151,051.68
		647	E	OAE003	76.331	13,230.71	158,768.48
Purchasing Officer	MGMT	544	A	OAD017	37.428	6,487.52	77,850.24
		544	B	OAD017	39.340	6,818.93	81,827.20
		544	C	OAD017	41.351	7,167.51	86,010.08
		544	D	OAD017	43.464	7,533.76	90,405.12

		544	E	OAD017	45.685	7,918.73	95,024.80
Real Property Coordinator	MGMT	540	A	OAS005	36.690	6,359.60	76,315.20
		540	B	OAS005	38.565	6,684.60	80,215.20
		540	C	OAS005	40.535	7,026.07	84,312.80
		540	D	OAS005	42.607	7,385.21	88,622.56
		540	E	OAS005	44.784	7,762.56	93,150.72
Recreation Manager	MGMT	583	A	OAD021	45.457	7,879.21	94,550.56
		583	B	OAD021	47.780	8,281.87	99,382.40
		583	C	OAD021	50.222	8,705.15	104,461.76
		583	D	OAD021	52.787	9,149.75	109,796.96
		583	E	OAD021	55.485	9,617.40	115,408.80
Recreation Supervisor	MGMT	505	A	OAS012	30.816	5,341.44	64,097.28
		505	B	OAS012	32.391	5,614.44	67,373.28
		505	C	OAS012	34.046	5,901.31	70,815.68
		505	D	OAS012	35.786	6,202.91	74,434.88
		505	E	OAS012	37.615	6,519.93	78,239.20
Redevelopment Administrator	MGMT	617	A	OAD003	53.852	9,334.35	112,012.16
		617	B	OAD003	56.603	9,811.19	117,734.24
		617	C	OAD003	59.496	10,312.64	123,751.68
		617	D	OAD003	62.536	10,839.57	130,074.88
		617	E	OAD003	65.732	11,393.55	136,722.56
Redevelopment Project Manager	MGMT	568	A	PRP003	42.184	7,311.89	87,742.72
		568	B	PRP003	44.340	7,685.60	92,227.20
		568	C	PRP003	46.605	8,078.20	96,938.40
		568	D	PRP003	48.987	8,491.08	101,892.96
		568	E	PRP003	51.490	8,924.93	107,099.20
Risk Manager	MGMT	581	A	OAD001	45.008	7,801.39	93,616.64
		581	B	OAD001	47.308	8,200.05	98,400.64
		581	C	OAD001	49.725	8,619.00	103,428.00
		581	D	OAD001	52.266	9,059.44	108,713.28
		581	E	OAD001	54.937	9,522.41	114,268.96
Solid Waste & Recycle Ops Supv	MGMT	527	A	OAD028	34.388	5,960.59	71,527.04
		527	B	OAD028	36.145	6,265.13	75,181.60
		527	C	OAD028	37.992	6,585.28	79,023.36
		527	D	OAD028	39.933	6,921.72	83,060.64
		527	E	OAD028	41.974	7,275.49	87,305.92
Special Events Coordinator	MGMT	524	A	OAS016	33.877	5,872.01	70,464.16
		524	B	OAS016	35.608	6,172.05	74,064.64
		524	C	OAS016	37.428	6,487.52	77,850.24
		524	D	OAS016	39.340	6,818.93	81,827.20
		524	E	OAS016	41.351	7,167.51	86,010.08
Sr & Social Services Manager	MGMT	583	A	OAD009	45.457	7,879.21	94,550.56
		583	B	OAD009	47.780	8,281.87	99,382.40
		583	C	OAD009	50.222	8,705.15	104,461.76
		583	D	OAD009	52.787	9,149.75	109,796.96
		583	E	OAD009	55.485	9,617.40	115,408.80

Sr & Social Services Supv	MGMT	523	A	OAS006	33.708	5,842.72	70,112.64
		523	B	OAS006	35.431	6,141.37	73,696.48
		523	C	OAS006	37.242	6,455.28	77,463.36
		523	D	OAS006	39.145	6,785.13	81,421.60
		523	E	OAS006	41.145	7,131.80	85,581.60
Sr Accountant	MGMT	515	A	PRA004	32.391	5,614.44	67,373.28
		515	B	PRA004	34.046	5,901.31	70,815.68
		515	C	PRA004	35.786	6,202.91	74,434.88
		515	D	PRA004	37.615	6,519.93	78,239.20
		515	E	PRA004	39.537	6,853.08	82,236.96
Sr Building & Safety Inspector	MGMT	510	A	OAI002	31.595	5,476.47	65,717.60
		510	B	OAI002	33.209	5,756.23	69,074.72
		510	C	OAI002	34.906	6,050.37	72,604.48
		510	D	OAI002	36.690	6,359.60	76,315.20
		510	E	OAI002	38.565	6,684.60	80,215.20
Sr Civil Engineer	MGMT	582	A	PRE001	45.231	7,840.04	94,080.48
		582	B	PRE001	47.543	8,240.79	98,889.44
		582	C	PRE001	49.972	8,661.81	103,941.76
		582	D	PRE001	52.525	9,104.33	109,252.00
		582	E	PRE001	55.209	9,569.56	114,834.72
Sr Mgmt Analyst	MGMT	544	A	PRO004	37.428	6,487.52	77,850.24
		544	B	PRO004	39.340	6,818.93	81,827.20
		544	C	PRO004	41.351	7,167.51	86,010.08
		544	D	PRO004	43.464	7,533.76	90,405.12
		544	E	PRO004	45.685	7,918.73	95,024.80
Sr Mgmt Analyst (Y-Rate)	MGMT	582	E	PRO008	55.209	9,569.56	114,834.72
Sr Mgmt Analyst/Budget Analyst	MGMT	544	A	PRO007	37.428	6,487.52	77,850.24
		544	B	PRO007	39.340	6,818.93	81,827.20
		544	C	PRO007	41.351	7,167.51	86,010.08
		544	D	PRO007	43.464	7,533.76	90,405.12
		544	E	PRO007	45.685	7,918.73	95,024.80
Sr Planner	MGMT	560	A	PRP004	40.535	7,026.07	84,312.80
		560	B	PRP004	42.607	7,385.21	88,622.56
		560	C	PRP004	44.784	7,762.56	93,150.72
		560	D	PRP004	47.073	8,159.32	97,911.84
		560	E	PRP004	49.478	8,576.19	102,914.24
Sr Structural Rehab Spec	MGMT	510	A	OAI010	31.595	5,476.47	65,717.60
		510	B	OAI010	33.209	5,756.23	69,074.72
		510	C	OAI010	34.906	6,050.37	72,604.48
		510	D	OAI010	36.690	6,359.60	76,315.20
		510	E	OAI010	38.565	6,684.60	80,215.20
Sr Technical Services Manager	MGMT	593	A	TCS004	47.780	8,281.87	99,382.40
		593	B	TCS004	50.222	8,705.15	104,461.76
		593	C	TCS004	52.787	9,149.75	109,796.96
		593	D	TCS004	55.485	9,617.40	115,408.80
		593	E	TCS004	58.320	10,108.80	121,305.60

Street Maintenance Supervisor	MGMT	527	A	SMS014	34.388	5,960.59	71,527.04
		527	B	SMS014	36.145	6,265.13	75,181.60
		527	C	SMS014	37.992	6,585.28	79,023.36
		527	D	SMS014	39.933	6,921.72	83,060.64
		527	E	SMS014	41.974	7,275.49	87,305.92
Systems Development Manager	MGMT	578	A	TCS009	44.340	7,685.60	92,227.20
		578	B	TCS009	46.605	8,078.20	96,938.40
		578	C	TCS009	48.987	8,491.08	101,892.96
		578	D	TCS009	51.490	8,924.93	107,099.20
		578	E	TCS009	54.121	9,380.97	112,571.68
Technical Services Manager	MGMT	578	A	TCS003	44.340	7,685.60	92,227.20
		578	B	TCS003	46.605	8,078.20	96,938.40
		578	C	TCS003	48.987	8,491.08	101,892.96
		578	D	TCS003	51.490	8,924.93	107,099.20
		578	E	TCS003	54.121	9,380.97	112,571.68
Traffic Engineer	MGMT	553	A	TCS010	39.145	6,785.13	81,421.60
		553	B	TCS010	41.145	7,131.80	85,581.60
		553	C	TCS010	43.247	7,496.15	89,953.76
		553	D	TCS010	45.457	7,879.21	94,550.56
		553	E	TCS010	47.780	8,281.87	99,382.40
Traffic Engineering Manager	MGMT	553	A	TCS007	39.145	6,785.13	81,421.60
		553	B	TCS007	41.145	7,131.80	85,581.60
		553	C	TCS007	43.247	7,496.15	89,953.76
		553	D	TCS007	45.457	7,879.21	94,550.56
		553	E	TCS007	47.780	8,281.87	99,382.40
Transit Operations Analyst	MGMT	509	A	PRO014	31.437	5,449.08	65,388.96
		509	B	PRO014	33.044	5,727.63	68,731.52
		509	C	PRO014	34.732	6,020.21	72,242.56
		509	D	PRO014	36.507	6,327.88	75,934.56
		509	E	PRO014	38.373	6,651.32	79,815.84
Transit Operations Manager	MGMT	584	A	OAS014	45.685	7,918.73	95,024.80
		584	B	OAS014	48.019	8,323.29	99,879.52
		584	C	OAS014	50.473	8,748.65	104,983.84
		584	D	OAS014	53.052	9,195.68	110,348.16
		584	E	OAS014	55.763	9,665.59	115,987.04
Transportation Director	MGMT	665	A	OAE012	68.404	11,856.69	142,280.32
		665	B	OAE012	71.899	12,462.49	149,549.92
		665	C	OAE012	75.573	13,099.32	157,191.84
		665	D	OAE012	79.435	13,768.73	165,224.80
		665	E	OAE012	83.494	14,472.29	173,667.52
Treasury Division Manager	MGMT	560	A	OAD007	40.535	7,026.07	84,312.80
		560	B	OAD007	42.607	7,385.21	88,622.56
		560	C	OAD007	44.784	7,762.56	93,150.72
		560	D	OAD007	47.073	8,159.32	97,911.84
		560	E	OAD007	49.478	8,576.19	102,914.24
Tree Maintenance Supervisor	MGMT	504	A	SMS011	30.663	5,314.92	63,779.04
		504	B	SMS011	32.230	5,586.53	67,038.40

		504	C	SMS011	33.877	5,872.01	70,464.16
		504	D	SMS011	35.608	6,172.05	74,064.64
		504	E	SMS011	37.428	6,487.52	77,850.24
Veterans Complex Supervisor	MGMT	487	A	OAS011	28.173	4,883.32	58,599.84
		487	B	OAS011	29.612	5,132.75	61,592.96
		487	C	OAS011	31.125	5,395.00	64,740.00
		487	D	OAS011	32.716	5,670.77	68,049.28
		487	E	OAS011	34.388	5,960.59	71,527.04