

MEETING DATE: 10/27/08

AGENDA ITEM: 1) Approval of the Revised Classification Specification for Graphic Services Coordinator (Graphic Services Supervisor); and
2) Adoption of a Resolution Revising the Classification and Salary Plan to Include the Position of Graphic Services Supervisor and Rescinding Resolution No 2008-R068.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit A	1 – 24
2. Revised Classification Specification for Graphic Services Coordinator	25 – 27
3. Organizational Chart for the Information Technology Department	28
4. Labor Market Survey	29
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[illegible]

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

- APPROVED and ADOPTED this day of 2008.

APPROVED AS TO FORM:

CAROL A. SCHWAB
City Attorney

EXHIBIT A - CCEA SALARIES

		CLASSIFICATION AND SALARY PLAN				
		Effective 10/01/2008				
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
A/C & Heating Technician	475	A	SKW001	26.537	4,599.75	55,196.96
	475	B	SKW001	27.893	4,834.79	58,017.44
	475	C	SKW001	29.318	5,081.79	60,981.44
	475	D	SKW001	30.816	5,341.44	64,097.28
	475	E	SKW001	32.391	5,614.44	67,373.28
Account Clerk	392	A	ASA004	17.564	3,044.43	36,533.12
	392	B	ASA004	18.463	3,200.25	38,403.04
	392	C	ASA004	19.408	3,364.05	40,368.64
	392	D	ASA004	20.399	3,535.83	42,429.92
	392	E	ASA004	21.442	3,716.61	44,599.36
Accountant	471	A	PRA001	26.014	4,509.09	54,109.12
	471	B	PRA001	27.343	4,739.45	56,873.44
	471	C	PRA001	28.740	4,981.60	59,779.20
	471	D	PRA001	30.209	5,236.23	62,834.72
	471	E	PRA001	31.753	5,503.85	66,046.24
Accountant II	489	A	PRA002	28.455	4,932.20	59,186.40
	489	B	PRA002	29.909	5,184.23	62,210.72
	489	C	PRA002	31.437	5,449.08	65,388.96
	489	D	PRA002	33.044	5,727.63	68,731.52
	489	E	PRA002	34.732	6,020.21	72,242.56
Accounting Technician	431	A	ASA002	21.336	3,698.24	44,378.88
	431	B	ASA002	22.428	3,887.52	46,650.24
	431	C	ASA002	23.570	4,085.47	49,025.60
	431	D	ASA002	24.749	4,289.83	51,477.92
	431	E	ASA002	26.014	4,509.09	54,109.12
Admin Clerk	390	A	ASC004	17.391	3,014.44	36,173.28
	390	B	ASC004	18.280	3,168.53	38,022.40
	390	C	ASC004	19.215	3,330.60	39,967.20
	390	D	ASC004	20.198	3,500.99	42,011.84
	390	E	ASC004	21.230	3,679.87	44,158.40
Admin Clerk RPT	390	RA	ASC004	17.391	3,014.44	36,173.28
	390	RB	ASC004	18.280	3,168.53	38,022.40
	390	RC	ASC004	19.215	3,330.60	39,967.20
Admin Secretary	430	A	ASC008	21.230	3,679.87	44,158.40
	430	B	ASC008	22.316	3,868.11	46,417.28
	430	C	ASC008	23.458	4,066.05	48,792.64
	430	D	ASC008	24.628	4,268.85	51,226.24
	430	E	ASC008	25.884	4,486.56	53,838.72

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Admin Secretary-Ltd/Prov-BENE	430	A	ASC018	21.230	3,679.87	44,158.40
	430	B	ASC018	22.316	3,868.11	46,417.28
	430	C	ASC018	23.458	4,066.05	48,792.64
	430	D	ASC018	24.628	4,268.85	51,226.24
	430	E	ASC018	25.884	4,486.56	53,838.72
Admin Secretary-SH/AO/SUPV	440	A	ASC012	22.316	3,868.11	46,417.28
	440	B	ASC012	23.458	4,066.05	48,792.64
	440	C	ASC012	24.628	4,268.85	51,226.24
	440	D	ASC012	25.884	4,486.56	53,838.72
	440	E	ASC012	27.207	4,715.88	56,590.56
Assoc Analyst	467	A	PAA001	25.500	4,420.00	53,040.00
	467	B	PAA001	26.803	4,645.85	55,750.24
	467	C	PAA001	28.173	4,883.32	58,599.84
	467	D	PAA001	29.612	5,132.75	61,592.96
	467	E	PAA001	31.125	5,395.00	64,740.00
Assoc Engineer	522	A	PRE003	33.541	5,813.77	69,765.28
	522	B	PRE003	35.255	6,110.87	73,330.40
	522	C	PRE003	37.056	6,423.04	77,076.48
	522	D	PRE003	38.950	6,751.33	81,016.00
	522	E	PRE003	40.940	7,096.27	85,155.20
Assoc Engineer-CR	542	A	PRE009	37.056	6,423.04	77,076.48
	542	B	PRE009	38.950	6,751.33	81,016.00
	542	C	PRE009	40.940	7,096.27	85,155.20
	542	D	PRE009	43.032	7,458.88	89,506.56
	542	E	PRE009	45.231	7,840.04	94,080.48
Assoc Engineer-EIT	532	A	PRE008	35.255	6,110.87	73,330.40
	532	B	PRE008	37.056	6,423.04	77,076.48
	532	C	PRE008	38.950	6,751.33	81,016.00
	532	D	PRE008	40.940	7,096.27	85,155.20
	532	E	PRE008	43.032	7,458.88	89,506.56
Assoc Microcomputer Analyst	430	A	TCI002	21.230	3,679.87	44,158.40
	430	B	TCI002	22.316	3,868.11	46,417.28
	430	C	TCI002	23.458	4,066.05	48,792.64
	430	D	TCI002	24.628	4,268.85	51,226.24
	430	E	TCI002	25.884	4,486.56	53,838.72

EXHIBIT A - CCEA SALARIES

		CLASSIFICATION AND SALARY PLAN				
		Effective 10/01/2008				
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Assoc Planner	501	A	PRP005	30.209	5,236.23	62,834.72
	501	B	PRP005	31.753	5,503.85	66,046.24
	501	C	PRP005	33.375	5,785.00	69,420.00
	501	D	PRP005	35.081	6,080.71	72,968.48
	501	E	PRP005	36.873	6,391.32	76,695.84
Asst Engineer	486	A	PRE002	28.032	4,858.88	58,306.56
	486	B	PRE002	29.465	5,107.27	61,287.20
	486	C	PRE002	30.971	5,368.31	64,419.68
	486	D	PRE002	32.553	5,642.52	67,710.24
	486	E	PRE002	34.217	5,930.95	71,171.36
Asst Engineer-CR	506	A	PRE007	30.971	5,368.31	64,419.68
	506	B	PRE007	32.553	5,642.52	67,710.24
	506	C	PRE007	34.217	5,930.95	71,171.36
	506	D	PRE007	35.965	6,233.93	74,807.20
	506	E	PRE007	37.803	6,552.52	78,630.24
Asst Engineer-EIT	496	A	PRE006	29.465	5,107.27	61,287.20
	496	B	PRE006	30.971	5,368.31	64,419.68
	496	C	PRE006	32.553	5,642.52	67,710.24
	496	D	PRE006	34.217	5,930.95	71,171.36
	496	E	PRE006	35.965	6,233.93	74,807.20
Asst Planner	473	A	PRP002	26.273	4,553.99	54,647.84
	473	B	PRP002	27.616	4,786.77	57,441.28
	473	C	PRP002	29.027	5,031.35	60,376.16
	473	D	PRP002	30.511	5,288.57	63,462.88
	473	E	PRP002	32.070	5,558.80	66,705.60
Automated Enforcement Tech	420	A	ASC023	20.198	3,500.99	42,011.84
	420	B	ASC023	21.230	3,679.87	44,158.40
	420	C	ASC023	22.316	3,868.11	46,417.28
	420	D	ASC023	23.458	4,066.05	48,792.64
	420	E	ASC023	24.628	4,268.85	51,226.24
Building & Safety Inspector	467	A	OAI003	25.500	4,420.00	53,040.00
	467	B	OAI003	26.803	4,645.85	55,750.24
	467	C	OAI003	28.173	4,883.32	58,599.84
	467	D	OAI003	29.612	5,132.75	61,592.96
	467	E	OAI003	31.125	5,395.00	64,740.00

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Building Engineer	509	A	SKS006	31.437	5,449.08	65,388.96
	509	B	SKS006	33.044	5,727.63	68,731.52
	509	C	SKS006	34.732	6,020.21	72,242.56
	509	D	SKS006	36.507	6,327.88	75,934.56
	509	E	SKS006	38.373	6,651.32	79,815.84
Building Services Specialist	373	A	SML014	15.977	2,769.35	33,232.16
	373	B	SML014	16.794	2,910.96	34,931.52
	373	C	SML014	17.653	3,059.85	36,718.24
	373	D	SML014	18.556	3,216.37	38,596.48
	373	E	SML014	19.505	3,380.87	40,570.40
Bus Operator	415	A	SMD001	19.701	3,414.84	40,978.08
	415	B	SMD001	20.707	3,589.21	43,070.56
	415	C	SMD001	21.766	3,772.77	45,273.28
	415	D	SMD001	22.880	3,965.87	47,590.40
	415	E	SMD001	24.034	4,165.89	49,990.72
Bus Operator X	395	A	SMD000	17.829	3,090.36	37,084.32
Bus Operator-RPT	375	RA	SMD008	16.136	2,796.91	33,562.88
	375	RB	SMD008	16.962	2,940.08	35,280.96
	375	RC	SMD008	17.829	3,090.36	37,084.32
Business Tax Inspector	432	A	OAI008	21.442	3,716.61	44,599.36
	432	B	OAI008	22.540	3,906.93	46,883.20
	432	C	OAI008	23.684	4,105.23	49,262.72
	432	D	OAI008	24.872	4,311.15	51,733.76
	432	E	OAI008	26.143	4,531.45	54,377.44
Buyer	510	A	PAS006	31.595	5,476.47	65,717.60
	510	B	PAS006	33.209	5,756.23	69,074.72
	510	C	PAS006	34.906	6,050.37	72,604.48
	510	D	PAS006	36.690	6,359.60	76,315.20
	510	E	PAS006	38.565	6,684.60	80,215.20
Cement Finisher	436	A	SKW002	21.875	3,791.67	45,500.00
	436	B	SKW002	22.995	3,985.80	47,829.60
	436	C	SKW002	24.151	4,186.17	50,234.08
	436	D	SKW002	25.373	4,397.99	52,775.84
	436	E	SKW002	26.670	4,622.80	55,473.60

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Claims Technician	430	A	OAI001	21.230	3,679.87	44,158.40
	430	B	OAI001	22.316	3,868.11	46,417.28
	430	C	OAI001	23.458	4,066.05	48,792.64
	430	D	OAI001	24.628	4,268.85	51,226.24
	430	E	OAI001	25.884	4,486.56	53,838.72
Clerk	341	A	ASC024	13.621	2,360.97	28,331.68
	341	B	ASC024	14.318	2,481.79	29,781.44
	341	C	ASC024	15.049	2,608.49	31,301.92
	341	D	ASC024	15.819	2,741.96	32,903.52
	341	E	ASC024	16.628	2,882.19	34,586.24
Clerk Typist	360	A	ASC001	14.974	2,595.49	31,145.92
	360	B	ASC001	15.740	2,728.27	32,739.20
	360	C	ASC001	16.545	2,867.80	34,413.60
	360	D	ASC001	17.391	3,014.44	36,173.28
	360	E	ASC001	18.280	3,168.53	38,022.40
	360	RA	ASC001	14.974	2,595.49	31,145.92
	360	RB	ASC001	15.740	2,728.27	32,739.20
	360	RC	ASC001	16.545	2,867.80	34,413.60
Clerk-RPT	341	RA	ASC011	13.621	2,360.97	28,331.68
	341	RB	ASC011	14.318	2,481.79	29,781.44
	341	RC	ASC011	15.049	2,608.49	31,301.92
Code Enforcement Analyst	495	A	PAA004	29.318	5,081.79	60,981.44
	495	B	PAA004	30.816	5,341.44	64,097.28
	495	C	PAA004	32.391	5,614.44	67,373.28
	495	D	PAA004	34.046	5,901.31	70,815.68
	495	E	PAA004	35.786	6,202.91	74,434.88
Code Enforcement Officer	449	A	OAI006	23.342	4,045.95	48,551.36
	449	B	OAI006	24.508	4,248.05	50,976.64
	449	C	OAI006	25.755	4,464.20	53,570.40
	449	D	OAI006	27.072	4,692.48	56,309.76
	449	E	OAI006	28.455	4,932.20	59,186.40
Communications Technician	477	A	TCO001	26.803	4,645.85	55,750.24
	477	B	TCO001	28.173	4,883.32	58,599.84
	477	C	TCO001	29.612	5,132.75	61,592.96
	477	D	TCO001	31.125	5,395.00	64,740.00
	477	E	TCO001	32.716	5,670.77	68,049.28

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Community Services Officer-RPT	346	RA	PSO001	13.965	2,420.60	29,047.20
	346	RB	PSO001	14.679	2,544.36	30,532.32
	346	RC	PSO001	15.429	2,674.36	32,092.32
Computer Operator	440	A	TCI005	22.316	3,868.11	46,417.28
	440	B	TCI005	23.458	4,066.05	48,792.64
	440	C	TCI005	24.628	4,268.85	51,226.24
	440	D	TCI005	25.884	4,486.56	53,838.72
	440	E	TCI005	27.207	4,715.88	56,590.56
Custodian	363	A	SML001	15.200	2,634.67	31,616.00
	363	B	SML001	15.977	2,769.35	33,232.16
	363	C	SML001	16.794	2,910.96	34,931.52
	363	D	SML001	17.653	3,059.85	36,718.24
	363	E	SML001	18.556	3,216.37	38,596.48
Custodian-RPT	363	A	SML001	15.200	2,634.67	31,616.00
	363	B	SML001	15.977	2,769.35	33,232.16
	363	C	SML001	16.794	2,910.96	34,931.52
Data Entry Clerk	378	A	ASC002	16.380	2,839.20	34,070.40
	378	B	ASC002	17.219	2,984.63	35,815.52
	378	C	ASC002	18.098	3,136.99	37,643.84
	378	D	ASC002	19.025	3,297.67	39,572.00
	378	E	ASC002	19.998	3,466.32	41,595.84
Engineering Drawing & Doc Tech	501	A	TCE003	30.209	5,236.23	62,834.72
	501	B	TCE003	31.753	5,503.85	66,046.24
	501	C	TCE003	33.375	5,785.00	69,420.00
	501	D	TCE003	35.081	6,080.71	72,968.48
	501	E	TCE003	36.873	6,391.32	76,695.84
Engineering Technician	451	A	TCE001	23.570	4,085.47	49,025.60
	451	B	TCE001	24.749	4,289.83	51,477.92
	451	C	TCE001	26.014	4,509.09	54,109.12
	451	D	TCE001	27.343	4,739.45	56,873.44
	451	E	TCE001	28.740	4,981.60	59,779.20
Enterprise Business Analyst	521	A	TCI014	33.375	5,785.00	69,420.00
	521	B	TCI014	35.081	6,080.71	72,968.48
	521	C	TCI014	36.873	6,391.32	76,695.84
	521	D	TCI014	38.758	6,718.05	80,616.64
	521	E	TCI014	40.738	7,061.25	84,735.04

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
	Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt
Equipment Maint Supervisor	488	A	SKS007	28.313	4,907.59	58,891.04
	488	B	SKS007	29.760	5,158.40	61,900.80
	488	C	SKS007	31.281	5,422.04	65,064.48
	488	D	SKS007	32.879	5,699.03	68,388.32
	488	E	SKS007	34.560	5,990.40	71,884.80
Equipment Service Worker	392	A	SML008	17.564	3,044.43	36,533.12
	392	B	SML008	18.463	3,200.25	38,403.04
	392	C	SML008	19.408	3,364.05	40,368.64
	392	D	SML008	20.399	3,535.83	42,429.92
	392	E	SML008	21.442	3,716.61	44,599.36
Equipment Service Worker-RPT	392	RA	SML017	17.564	3,044.43	36,533.12
	392	RB	SML017	18.463	3,200.25	38,403.04
	392	RC	SML017	19.408	3,364.05	40,368.64
Events Supervisor	498	A	SMR003	29.760	5,158.40	61,900.80
	498	B	SMR003	31.281	5,422.04	65,064.48
	498	C	SMR003	32.879	5,699.03	68,388.32
	498	D	SMR003	34.560	5,990.40	71,884.80
	498	E	SMR003	36.326	6,296.51	75,558.08
Events Supervisor-RPT	498	RA	SMR003	29.760	5,158.40	61,900.80
	498	RB	SMR003	31.281	5,422.04	65,064.48
	498	RC	SMR003	32.879	5,699.03	68,388.32
Facilities Leadworker	477	A	SKW016	26.803	4,645.85	55,750.24
	477	B	SKW016	28.173	4,883.32	58,599.84
	477	C	SKW016	29.612	5,132.75	61,592.96
	477	D	SKW016	31.125	5,395.00	64,740.00
	477	E	SKW016	32.716	5,670.77	68,049.28
Facilities Maint Crew Leader	457	A	SKS009	24.270	4,206.80	50,481.60
	457	B	SKS009	25.500	4,420.00	53,040.00
	457	C	SKS009	26.803	4,645.85	55,750.24
	457	D	SKS009	28.173	4,883.32	58,599.84
	457	E	SKS009	29.612	5,132.75	61,592.96
Facilities Maint Worker	414	A	SML002	19.603	3,397.85	40,774.24
	414	B	SML002	20.604	3,571.36	42,856.32
	414	C	SML002	21.658	3,754.05	45,048.64
	414	D	SML002	22.767	3,946.28	47,355.36
	414	E	SML002	23.917	4,145.61	49,747.36

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Fire Prevention Spec	516	A	PSO004	32.553	5,642.52	67,710.24
	516	B	PSO004	34.217	5,930.95	71,171.36
	516	C	PSO004	35.965	6,233.93	74,807.20
	516	D	PSO004	37.803	6,552.52	78,630.24
	516	E	PSO004	39.735	6,887.40	82,648.80
Fire Prevention Spec-Cert	526	A	PSO010	34.217	5,930.95	71,171.36
	526	B	PSO010	35.965	6,233.93	74,807.20
	526	C	PSO010	37.803	6,552.52	78,630.24
	526	D	PSO010	39.735	6,887.40	82,648.80
	526	E	PSO010	41.765	7,239.27	86,871.20
Forensic Specialist	490	A	TCP001	28.597	4,956.81	59,481.76
	490	B	TCP001	30.059	5,210.23	62,522.72
	490	C	TCP001	31.595	5,476.47	65,717.60
	490	D	TCP001	33.209	5,756.23	69,074.72
	490	E	TCP001	34.906	6,050.37	72,604.48
Forensic Unit Supervisor	547	A	TCS006	37.992	6,585.28	79,023.36
	547	B	TCS006	39.933	6,921.72	83,060.64
	547	C	TCS006	41.974	7,275.49	87,305.92
	547	D	TCS006	44.119	7,647.29	91,767.52
	547	E	TCS006	46.373	8,037.99	96,455.84
GIS Analyst	521	A	TCI017	33.375	5,785.00	69,420.00
	521	B	TCI017	35.081	6,080.71	72,968.48
	521	C	TCI017	36.873	6,391.32	76,695.84
	521	D	TCI017	38.758	6,718.05	80,616.64
	521	E	TCI017	40.738	7,061.25	84,735.04
GIS Technician	484	A	TCI012	27.754	4,810.69	57,728.32
	484	B	TCI012	29.172	5,056.48	60,677.76
	484	C	TCI012	30.663	5,314.92	63,779.04
	484	D	TCI012	32.230	5,586.53	67,038.40
	484	E	TCI012	33.877	5,872.01	70,464.16
Graphic Services Assistant	391	A	ASO004	17.478	3,029.52	36,354.24
	391	B	ASO004	18.371	3,184.31	38,211.68
	391	C	ASO004	19.312	3,347.41	40,168.96
	391	D	ASO004	20.299	3,518.49	42,221.92
	391	E	ASO004	21.336	3,698.24	44,378.88

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Graphic Services Supervisor	462	A	TCO004	24.872	4,311.15	51,733.76
	462	B	TCO004	26.143	4,531.45	54,377.44
	462	C	TCO004	27.479	4,763.03	57,156.32
	462	D	TCO004	28.883	5,006.39	60,076.64
	462	E	TCO004	30.359	5,262.23	63,146.72
Hazardous Materials Technician	438	A	TCO005	22.095	3,829.80	45,957.60
	438	B	TCO005	23.226	4,025.84	48,310.08
	438	C	TCO005	24.389	4,227.43	50,729.12
	438	D	TCO005	25.627	4,442.01	53,304.16
	438	E	TCO005	26.937	4,669.08	56,028.96
Heavy Equipment Operator	432	A	SMD002	21.442	3,716.61	44,599.36
	432	B	SMD002	22.540	3,906.93	46,883.20
	432	C	SMD002	23.684	4,105.23	49,262.72
	432	D	SMD002	24.872	4,311.15	51,733.76
	432	E	SMD002	26.143	4,531.45	54,377.44
Heavy Equipment Operator-RPT	432	RA	SMD002	21.442	3,716.61	44,599.36
	432	RB	SMD002	22.540	3,906.93	46,883.20
	432	RC	SMD002	23.684	4,105.23	49,262.72
Heavy Truck Driver	424	A	SMD003	20.604	3,571.36	42,856.32
	424	B	SMD003	21.658	3,754.05	45,048.64
	424	C	SMD003	22.767	3,946.28	47,355.36
	424	D	SMD003	23.917	4,145.61	49,747.36
	424	E	SMD003	25.121	4,354.31	52,251.68
Heavy Truck Driver-RPT	424	RA	SMD003	20.604	3,571.36	42,856.32
	424	RB	SMD003	21.658	3,754.05	45,048.64
	424	RC	SMD003	22.767	3,946.28	47,355.36
Help Desk Technician	441	A	TCI013	22.428	3,887.52	46,650.24
	441	B	TCI013	23.570	4,085.47	49,025.60
	441	C	TCI013	24.749	4,289.83	51,477.92
	441	D	TCI013	26.014	4,509.09	54,109.12
	441	E	TCI013	27.343	4,739.45	56,873.44
Housing Assistant	452	A	PAS004	23.684	4,105.23	49,262.72
	452	B	PAS004	24.872	4,311.15	51,733.76
	452	C	PAS004	26.143	4,531.45	54,377.44
	452	D	PAS004	27.479	4,763.03	57,156.32
	452	E	PAS004	28.883	5,006.39	60,076.64

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Housing Specialist	487	A	PAS005	28.173	4,883.32	58,599.84
	487	B	PAS005	29.612	5,132.75	61,592.96
	487	C	PAS005	31.125	5,395.00	64,740.00
	487	D	PAS005	32.716	5,670.77	68,049.28
	487	E	PAS005	34.388	5,960.59	71,527.04
Human Resources Svc Associate	457	A	PAA006	24.270	4,206.80	50,481.60
	457	B	PAA006	25.500	4,420.00	53,040.00
	457	C	PAA006	26.803	4,645.85	55,750.24
	457	D	PAA006	28.173	4,883.32	58,599.84
	457	E	PAA006	29.612	5,132.75	61,592.96
Human Resources Technician	457	A	PAA002	24.270	4,206.80	50,481.60
	457	B	PAA002	25.500	4,420.00	53,040.00
	457	C	PAA002	26.803	4,645.85	55,750.24
	457	D	PAA002	28.173	4,883.32	58,599.84
	457	E	PAA002	29.612	5,132.75	61,592.96
HVAC Maintenance Worker	464	A	SKW015	25.121	4,354.31	52,251.68
	464	B	SKW015	26.405	4,576.87	54,922.40
	464	C	SKW015	27.754	4,810.69	57,728.32
	464	D	SKW015	29.172	5,056.48	60,677.76
	464	E	SKW015	30.663	5,314.92	63,779.04
Information Systems Analyst	511	A	TCI018	31.753	5,503.85	66,046.24
	511	B	TCI018	33.375	5,785.00	69,420.00
	511	C	TCI018	35.081	6,080.71	72,968.48
	511	D	TCI018	36.873	6,391.32	76,695.84
	511	E	TCI018	38.758	6,718.05	80,616.64
Information Technology Analyst	469	A	PAA005	25.755	4,464.20	53,570.40
	469	B	PAA005	27.072	4,692.48	56,309.76
	469	C	PAA005	28.455	4,932.20	59,186.40
	469	D	PAA005	29.909	5,184.23	62,210.72
	469	E	PAA005	31.437	5,449.08	65,388.96
Irrigation Maint Tech	414	A	TCO002	19.603	3,397.85	40,774.24
	414	B	TCO002	20.604	3,571.36	42,856.32
	414	C	TCO002	21.658	3,754.05	45,048.64
	414	D	TCO002	22.767	3,946.28	47,355.36
	414	E	TCO002	23.917	4,145.61	49,747.36

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Irrigation Maint Tech-RPT	414	RA	TCO002	19.603	3,397.85	40,774.24
	414	RB	TCO002	20.604	3,571.36	42,856.32
	414	RC	TCO002	21.658	3,754.05	45,048.64
Jailer	414	A	PSO005	19.603	3,397.85	40,774.24
	414	B	PSO005	20.604	3,571.36	42,856.32
	414	C	PSO005	21.658	3,754.05	45,048.64
	414	D	PSO005	22.767	3,946.28	47,355.36
	414	E	PSO005	23.917	4,145.61	49,747.36
Laborer	377	A	SML003	16.299	2,825.16	33,901.92
	377	B	SML003	17.133	2,969.72	35,636.64
	377	C	SML003	18.008	3,121.39	37,456.64
	377	D	SML003	18.929	3,281.03	39,372.32
	377	E	SML003	19.898	3,448.99	41,387.84
Laborer-RPT	377	RA	SML003	16.299	2,825.16	33,901.92
	377	RB	SML003	17.133	2,969.72	35,636.64
	377	RC	SML003	18.008	3,121.39	37,456.64
Land Use Compliance Specialist	495	A	OAI004	29.318	5,081.79	60,981.44
	495	B	OAI004	30.816	5,341.44	64,097.28
	495	C	OAI004	32.391	5,614.44	67,373.28
	495	D	OAI004	34.046	5,901.31	70,815.68
	495	E	OAI004	35.786	6,202.91	74,434.88
Legal Secretary	461	A	ASC006	24.749	4,289.83	51,477.92
	461	B	ASC006	26.014	4,509.09	54,109.12
	461	C	ASC006	27.343	4,739.45	56,873.44
	461	D	ASC006	28.740	4,981.60	59,779.20
	461	E	ASC006	30.209	5,236.23	62,834.72
Maintenance Carpenter	444	A	SKW003	22.767	3,946.28	47,355.36
	444	B	SKW003	23.917	4,145.61	49,747.36
	444	C	SKW003	25.121	4,354.31	52,251.68
	444	D	SKW003	26.405	4,576.87	54,922.40
	444	E	SKW003	27.754	4,810.69	57,728.32
Maintenance Electrician	467	A	SKW005	25.500	4,420.00	53,040.00
	467	B	SKW005	26.803	4,645.85	55,750.24
	467	C	SKW005	28.173	4,883.32	58,599.84
	467	D	SKW005	29.612	5,132.75	61,592.96
	467	E	SKW005	31.125	5,395.00	64,740.00

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Maintenance Painter	443	A	SKW006	22.653	3,926.52	47,118.24
	443	B	SKW006	23.800	4,125.33	49,504.00
	443	C	SKW006	24.996	4,332.64	51,991.68
	443	D	SKW006	26.273	4,553.99	54,647.84
	443	E	SKW006	27.616	4,786.77	57,441.28
Maintenance Plumber	467	A	SKW007	25.500	4,420.00	53,040.00
	467	B	SKW007	26.803	4,645.85	55,750.24
	467	C	SKW007	28.173	4,883.32	58,599.84
	467	D	SKW007	29.612	5,132.75	61,592.96
	467	E	SKW007	31.125	5,395.00	64,740.00
Maintenance Worker I	386	A	SML005	17.048	2,954.99	35,459.84
	386	B	SML005	17.919	3,105.96	37,271.52
	386	C	SML005	18.836	3,264.91	39,178.88
	386	D	SML005	19.799	3,431.83	41,181.92
	386	E	SML005	20.811	3,607.24	43,286.88
Maintenance Worker II	398	A	SML006	18.098	3,136.99	37,643.84
	398	B	SML006	19.025	3,297.67	39,572.00
	398	C	SML006	19.998	3,466.32	41,595.84
	398	D	SML006	21.020	3,643.47	43,721.60
	398	E	SML006	22.095	3,829.80	45,957.60
Maintenance Worker II-RPT	398	RA	SML006	18.098	3,136.99	37,643.84
	398	RB	SML006	19.025	3,297.67	39,572.00
	398	RC	SML006	19.998	3,466.32	41,595.84
Maintenance Worker I-RPT	386	RA	SML005	17.048	2,954.99	35,459.84
	386	RB	SML005	17.919	3,105.96	37,271.52
	386	RC	SML005	18.836	3,264.91	39,178.88
Mechanic	447	A	SKW008	23.110	4,005.73	48,068.80
	447	B	SKW008	24.270	4,206.80	50,481.60
	447	C	SKW008	25.500	4,420.00	53,040.00
	447	D	SKW008	26.803	4,645.85	55,750.24
	447	E	SKW008	28.173	4,883.32	58,599.84
Mechanic Assistant	421	A	SKW009	20.299	3,518.49	42,221.92
	421	B	SKW009	21.336	3,698.24	44,378.88
	421	C	SKW009	22.428	3,887.52	46,650.24
	421	D	SKW009	23.570	4,085.47	49,025.60
	421	E	SKW009	24.749	4,289.83	51,477.92

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Microcomputer Analyst	473	A	TCI004	26.273	4,553.99	54,647.84
	473	B	TCI004	27.616	4,786.77	57,441.28
	473	C	TCI004	29.027	5,031.35	60,376.16
	473	D	TCI004	30.511	5,288.57	63,462.88
	473	E	TCI004	32.070	5,558.80	66,705.60
Occupancy Specialist	349	A	ASC007	14.175	2,457.00	29,484.00
	349	B	ASC007	14.900	2,582.67	30,992.00
	349	C	ASC007	15.662	2,714.75	32,576.96
	349	D	ASC007	16.463	2,853.59	34,243.04
	349	E	ASC007	17.304	2,999.36	35,992.32
Office Assistant	408	A	ASC005	19.025	3,297.67	39,572.00
	408	B	ASC005	19.998	3,466.32	41,595.84
	408	C	ASC005	21.020	3,643.47	43,721.60
	408	D	ASC005	22.095	3,829.80	45,957.60
	408	E	ASC005	23.226	4,025.84	48,310.08
Office Assistant-RPT	408	A	ASC005	19.025	3,297.67	39,572.00
	408	B	ASC005	19.998	3,466.32	41,595.84
	408	C	ASC005	21.020	3,643.47	43,721.60
Office Automation Specialist	451	A	ASO008	23.570	4,085.47	49,025.60
	451	B	ASO008	24.749	4,289.83	51,477.92
	451	C	ASO008	26.014	4,509.09	54,109.12
	451	D	ASO008	27.343	4,739.45	56,873.44
	451	E	ASO008	28.740	4,981.60	59,779.20
Park Maintenance Crew Leader	438	B	SMS002	23.226	4,025.84	48,310.08
	438	C	SMS002	24.389	4,227.43	50,729.12
	438	D	SMS002	25.627	4,442.01	53,304.16
	438	E	SMS002	26.937	4,669.08	56,028.96
Park Maintenance Crewleader	438	A	SMS002	22.095	3,829.80	45,957.60
Park Patrol Officer	420	A	PSO002	20.198	3,500.99	42,011.84
	420	B	PSO002	21.230	3,679.87	44,158.40
	420	C	PSO002	22.316	3,868.11	46,417.28
	420	D	PSO002	23.458	4,066.05	48,792.64
	420	E	PSO002	24.628	4,268.85	51,226.24

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Parking Enforcement Officer	403	A	PSO007	18.556	3,216.37	38,596.48
	403	B	PSO007	19.505	3,380.87	40,570.40
	403	C	PSO007	20.502	3,553.68	42,644.16
	403	D	PSO007	21.550	3,735.33	44,824.00
	403	E	PSO007	22.653	3,926.52	47,118.24
Parking Meter Technician	421	A	SKW010	20.299	3,518.49	42,221.92
	421	B	SKW010	21.336	3,698.24	44,378.88
	421	C	SKW010	22.428	3,887.52	46,650.24
	421	D	SKW010	23.570	4,085.47	49,025.60
	421	E	SKW010	24.749	4,289.83	51,477.92
Payroll Technician	451	A	ASA003	23.570	4,085.47	49,025.60
	451	B	ASA003	24.749	4,289.83	51,477.92
	451	C	ASA003	26.014	4,509.09	54,109.12
	451	D	ASA003	27.343	4,739.45	56,873.44
	451	E	ASA003	28.740	4,981.60	59,779.20
Permit Technician	408	A	ASC003	19.025	3,297.67	39,572.00
	408	B	ASC003	19.998	3,466.32	41,595.84
	408	C	ASC003	21.020	3,643.47	43,721.60
	408	D	ASC003	22.095	3,829.80	45,957.60
	408	E	ASC003	23.226	4,025.84	48,310.08
Pest Control Technician	438	A	TCO003	22.095	3,829.80	45,957.60
	438	B	TCO003	23.226	4,025.84	48,310.08
	438	C	TCO003	24.389	4,227.43	50,729.12
	438	D	TCO003	25.627	4,442.01	53,304.16
	438	E	TCO003	26.937	4,669.08	56,028.96
Pest Control Technician-Cert	448	A	TCO006	23.226	4,025.84	48,310.08
	448	B	TCO006	24.389	4,227.43	50,729.12
	448	C	TCO006	25.627	4,442.01	53,304.16
	448	D	TCO006	26.937	4,669.08	56,028.96
	448	E	TCO006	28.313	4,907.59	58,891.04
Plan Check Engineer	516	A	PRE004	32.553	5,642.52	67,710.24
	516	B	PRE004	34.217	5,930.95	71,171.36
	516	C	PRE004	35.965	6,233.93	74,807.20
	516	D	PRE004	37.803	6,552.52	78,630.24
	516	E	PRE004	39.735	6,887.40	82,648.80

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Plan Check Engineer-CR	536	A	PRE011	35.965	6,233.93	74,807.20
	536	B	PRE011	37.803	6,552.52	78,630.24
	536	C	PRE011	39.735	6,887.40	82,648.80
	536	D	PRE011	41.765	7,239.27	86,871.20
	536	E	PRE011	43.899	7,609.16	91,309.92
Plan Check Engineer-EIC	526	A	PRE010	34.217	5,930.95	71,171.36
	526	B	PRE010	35.965	6,233.93	74,807.20
	526	C	PRE010	37.803	6,552.52	78,630.24
	526	D	PRE010	39.735	6,887.40	82,648.80
	526	E	PRE010	41.765	7,239.27	86,871.20
Planning Technician	420	A	PAS002	20.198	3,500.99	42,011.84
	420	B	PAS002	21.230	3,679.87	44,158.40
	420	C	PAS002	22.316	3,868.11	46,417.28
	420	D	PAS002	23.458	4,066.05	48,792.64
	420	E	PAS002	24.628	4,268.85	51,226.24
Police Records Technician	390	A	ASC010	17.391	3,014.44	36,173.28
	390	B	ASC010	18.280	3,168.53	38,022.40
	390	C	ASC010	19.215	3,330.60	39,967.20
	390	D	ASC010	20.198	3,500.99	42,011.84
	390	E	ASC010	21.230	3,679.87	44,158.40
Pool Maintenance Technician	467	A	SKW014	25.500	4,420.00	53,040.00
	467	B	SKW014	26.803	4,645.85	55,750.24
	467	C	SKW014	28.173	4,883.32	58,599.84
	467	D	SKW014	29.612	5,132.75	61,592.96
	467	E	SKW014	31.125	5,395.00	64,740.00
Project Leader	530	A	TCS001	34.906	6,050.37	72,604.48
	530	B	TCS001	36.690	6,359.60	76,315.20
	530	C	TCS001	38.565	6,684.60	80,215.20
	530	D	TCS001	40.535	7,026.07	84,312.80
	530	E	TCS001	42.607	7,385.21	88,622.56
Property Technician	422	A	TCP003	20.399	3,535.83	42,429.92
	422	B	TCP003	21.442	3,716.61	44,599.36
	422	C	TCP003	22.540	3,906.93	46,883.20
	422	D	TCP003	23.684	4,105.23	49,262.72
	422	E	TCP003	24.872	4,311.15	51,733.76

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Public Works Inspector	468	A	OAI009	25.627	4,442.01	53,304.16
	468	B	OAI009	26.937	4,669.08	56,028.96
	468	C	OAI009	28.313	4,907.59	58,891.04
	468	D	OAI009	29.760	5,158.40	61,900.80
	468	E	OAI009	31.281	5,422.04	65,064.48
Public Works Inspector - Cert	478	A	OAI011	26.937	4,669.08	56,028.96
	478	B	OAI011	28.313	4,907.59	58,891.04
	478	C	OAI011	29.760	5,158.40	61,900.80
	478	D	OAI011	31.281	5,422.04	65,064.48
	478	E	OAI011	32.879	5,699.03	68,388.32
Records Management Coordinator	455	A	ASO005	24.034	4,165.89	49,990.72
	455	B	ASO005	25.247	4,376.15	52,513.76
	455	C	ASO005	26.537	4,599.75	55,196.96
	455	D	ASO005	27.893	4,834.79	58,017.44
	455	E	ASO005	29.318	5,081.79	60,981.44
Recreation Coordinator	447	A	PAR002	23.110	4,005.73	48,068.80
	447	B	PAR002	24.270	4,206.80	50,481.60
	447	C	PAR002	25.500	4,420.00	53,040.00
	447	D	PAR002	26.803	4,645.85	55,750.24
	447	E	PAR002	28.173	4,883.32	58,599.84
Recreation Coordinator-RPT	447	RA	PAR002	23.110	4,005.73	48,068.80
	447	RB	PAR002	24.270	4,206.80	50,481.60
	447	RC	PAR002	25.500	4,420.00	53,040.00
Redevelopment Project Spec	516	A	PAS007	32.553	5,642.52	67,710.24
	516	B	PAS007	34.217	5,930.95	71,171.36
	516	C	PAS007	35.965	6,233.93	74,807.20
	516	D	PAS007	37.803	6,552.52	78,630.24
	516	E	PAS007	39.735	6,887.40	82,648.80
Safety Officer	486	A	OAI012	28.032	4,858.88	58,306.56
	486	B	OAI012	29.465	5,107.27	61,287.20
	486	C	OAI012	30.971	5,368.31	64,419.68
	486	D	OAI012	32.553	5,642.52	67,710.24
	486	E	OAI012	34.217	5,930.95	71,171.36

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Safety Services Comm Oper	437	A	PSO008	21.984	3,810.56	45,726.72
	437	B	PSO008	23.110	4,005.73	48,068.80
	437	C	PSO008	24.270	4,206.80	50,481.60
	437	D	PSO008	25.500	4,420.00	53,040.00
	437	E	PSO008	26.803	4,645.85	55,750.24
Sanitation Collector	392	A	SML009	17.564	3,044.43	36,533.12
	392	B	SML009	18.463	3,200.25	38,403.04
	392	C	SML009	19.408	3,364.05	40,368.64
	392	D	SML009	20.399	3,535.83	42,429.92
	392	E	SML009	21.442	3,716.61	44,599.36
Sanitation Collector-RPT	392	RA	SML009	17.564	3,044.43	36,533.12
	392	RB	SML009	18.463	3,200.25	38,403.04
	392	RC	SML009	19.408	3,364.05	40,368.64
Sanitation Crew Supervisor	444	A	SMS007	22.767	3,946.28	47,355.36
	444	B	SMS007	23.917	4,145.61	49,747.36
	444	C	SMS007	25.121	4,354.31	52,251.68
	444	D	SMS007	26.405	4,576.87	54,922.40
	444	E	SMS007	27.754	4,810.69	57,728.32
Sanitation Dispatcher	442	A	SML010	22.540	3,906.93	46,883.20
	442	B	SML010	23.684	4,105.23	49,262.72
	442	C	SML010	24.872	4,311.15	51,733.76
	442	D	SML010	26.143	4,531.45	54,377.44
	442	E	SML010	27.479	4,763.03	57,156.32
Sanitation Dispatcher-RPT	442	RA	SML010	22.540	3,906.93	46,883.20
	442	RB	SML010	23.684	4,105.23	49,262.72
	442	RC	SML010	24.872	4,311.15	51,733.76
Sanitation Driver	417	A	SMD004	19.898	3,448.99	41,387.84
	417	B	SMD004	20.915	3,625.27	43,503.20
	417	C	SMD004	21.984	3,810.56	45,726.72
	417	D	SMD004	23.110	4,005.73	48,068.80
	417	E	SMD004	24.270	4,206.80	50,481.60
Sanitation Driver-RPT	417	RA	SMD004	19.898	3,448.99	41,387.84
	417	RB	SMD004	20.915	3,625.27	43,503.20
	417	RC	SMD004	21.984	3,810.56	45,726.72

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Sanitation Roll-Off Driver	421	A	SMD005	20.299	3,518.49	42,221.92
	421	B	SMD005	21.336	3,698.24	44,378.88
	421	C	SMD005	22.428	3,887.52	46,650.24
	421	D	SMD005	23.570	4,085.47	49,025.60
	421	E	SMD005	24.749	4,289.83	51,477.92
Scout Vehicle Operator	396	A	SML007	17.919	3,105.96	37,271.52
	396	B	SML007	18.836	3,264.91	39,178.88
	396	C	SML007	19.799	3,431.83	41,181.92
	396	D	SML007	20.811	3,607.24	43,286.88
	396	E	SML007	21.875	3,791.67	45,500.00
Secretary	408	A	ASC009	19.025	3,297.67	39,572.00
	408	B	ASC009	19.998	3,466.32	41,595.84
	408	C	ASC009	21.020	3,643.47	43,721.60
	408	D	ASC009	22.095	3,829.80	45,957.60
	408	E	ASC009	23.226	4,025.84	48,310.08
Secretary-Ltd/Prov Bene	408	A	ASC019	19.025	3,297.67	39,572.00
	408	B	ASC019	19.998	3,466.32	41,595.84
	408	C	ASC019	21.020	3,643.47	43,721.60
	408	D	ASC019	22.095	3,829.80	45,957.60
	408	E	ASC019	23.226	4,025.84	48,310.08
Secretary-RPT	408	A	ASC009	19.025	3,297.67	39,572.00
	408	B	ASC009	19.998	3,466.32	41,595.84
	408	C	ASC009	21.020	3,643.47	43,721.60
Secretary-SH	418	A	ASC013	19.998	3,466.32	41,595.84
	418	B	ASC013	21.020	3,643.47	43,721.60
	418	C	ASC013	22.095	3,829.80	45,957.60
	418	D	ASC013	23.226	4,025.84	48,310.08
	418	E	ASC013	24.389	4,227.43	50,729.12
Sewage Lift Station Worker	443	A	SML011	22.653	3,926.52	47,118.24
	443	B	SML011	23.800	4,125.33	49,504.00
	443	C	SML011	24.996	4,332.64	51,991.68
	443	D	SML011	26.273	4,553.99	54,647.84
	443	E	SML011	27.616	4,786.77	57,441.28

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Sr & Social Services Spec	452	A	PAS003	23.684	4,105.23	49,262.72
	452	B	PAS003	24.872	4,311.15	51,733.76
	452	C	PAS003	26.143	4,531.45	54,377.44
	452	D	PAS003	27.479	4,763.03	57,156.32
	452	E	PAS003	28.883	5,006.39	60,076.64
Sr Account Clerk	410	A	ASA001	19.215	3,330.60	39,967.20
	410	B	ASA001	20.198	3,500.99	42,011.84
	410	C	ASA001	21.230	3,679.87	44,158.40
	410	D	ASA001	22.316	3,868.11	46,417.28
	410	E	ASA001	23.458	4,066.05	48,792.64
Sr Computer Programmer	505	A	TCI007	30.816	5,341.44	64,097.28
	505	B	TCI007	32.391	5,614.44	67,373.28
	505	C	TCI007	34.046	5,901.31	70,815.68
	505	D	TCI007	35.786	6,202.91	74,434.88
	505	E	TCI007	37.615	6,519.93	78,239.20
Sr Computer Programmer Analyst	541	A	TCI001	36.873	6,391.32	76,695.84
	541	B	TCI001	38.758	6,718.05	80,616.64
	541	C	TCI001	40.738	7,061.25	84,735.04
	541	D	TCI001	42.820	7,422.13	89,065.60
	541	E	TCI001	45.008	7,801.39	93,616.64
Sr Engineering Technician	468	A	TCE002	25.627	4,442.01	53,304.16
	468	B	TCE002	26.937	4,669.08	56,028.96
	468	C	TCE002	28.313	4,907.59	58,891.04
	468	D	TCE002	29.760	5,158.40	61,900.80
	468	E	TCE002	31.281	5,422.04	65,064.48
Sr Enterprise Business Analyst	541	A	TCI020	36.873	6,391.32	76,695.84
	541	B	TCI020	38.758	6,718.05	80,616.64
	541	C	TCI020	40.738	7,061.25	84,735.04
	541	D	TCI020	42.820	7,422.13	89,065.60
	541	E	TCI020	45.008	7,801.39	93,616.64
Sr Irrigation Maint Technician	438	A	TCS005	22.095	3,829.80	45,957.60
	438	B	TCS005	23.226	4,025.84	48,310.08
	438	C	TCS005	24.389	4,227.43	50,729.12
	438	D	TCS005	25.627	4,442.01	53,304.16
	438	E	TCS005	26.937	4,669.08	56,028.96

EXHIBIT A - CCEA SALARIES

		CLASSIFICATION AND SALARY PLAN				
		Effective 10/01/2008				
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Sr Jailer	444	A	PSO013	22.767	3,946.28	47,355.36
	444	B	PSO013	23.917	4,145.61	49,747.36
	444	C	PSO013	25.121	4,354.31	52,251.68
	444	D	PSO013	26.405	4,576.87	54,922.40
	444	E	PSO013	27.754	4,810.69	57,728.32
Sr Maintenance Worker	406	A	SML004	18.836	3,264.91	39,178.88
	406	B	SML004	19.799	3,431.83	41,181.92
	406	C	SML004	20.811	3,607.24	43,286.88
	406	D	SML004	21.875	3,791.67	45,500.00
	406	E	SML004	22.995	3,985.80	47,829.60
Sr Microcomputer Analyst	498	A	TCI003	29.760	5,158.40	61,900.80
	498	B	TCI003	31.281	5,422.04	65,064.48
	498	C	TCI003	32.879	5,699.03	68,388.32
	498	D	TCI003	34.560	5,990.40	71,884.80
	498	E	TCI003	36.326	6,296.51	75,558.08
Sr Project Leader	550	A	TCS002	38.565	6,684.60	80,215.20
	550	B	TCS002	40.535	7,026.07	84,312.80
	550	C	TCS002	42.607	7,385.21	88,622.56
	550	D	TCS002	44.784	7,762.56	93,150.72
	550	E	TCS002	47.073	8,159.32	97,911.84
Sr Public Works Inspector	492	A	OAI005	28.883	5,006.39	60,076.64
	492	B	OAI005	30.359	5,262.23	63,146.72
	492	C	OAI005	31.910	5,531.07	66,372.80
	492	D	OAI005	33.541	5,813.77	69,765.28
	492	E	OAI005	35.255	6,110.87	73,330.40
Sr Tree Maintenance Worker	408	A	SMS012	19.025	3,297.67	39,572.00
	408	B	SMS012	19.998	3,466.32	41,595.84
	408	C	SMS012	21.020	3,643.47	43,721.60
	408	D	SMS012	22.095	3,829.80	45,957.60
	408	E	SMS012	23.226	4,025.84	48,310.08
Staff Asst/Solid Waste Ops	486	A	PAA003	28.032	4,858.88	58,306.56
	486	B	PAA003	29.465	5,107.27	61,287.20
	486	C	PAA003	30.971	5,368.31	64,419.68
	486	D	PAA003	32.553	5,642.52	67,710.24
	486	E	PAA003	34.217	5,930.95	71,171.36

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Street Lights Technician	467	A	SKW004	25.500	4,420.00	53,040.00
	467	B	SKW004	26.803	4,645.85	55,750.24
	467	C	SKW004	28.173	4,883.32	58,599.84
	467	D	SKW004	29.612	5,132.75	61,592.96
	467	E	SKW004	31.125	5,395.00	64,740.00
Street Maintenance Crew Leader	457	A	SMS010	24.270	4,206.80	50,481.60
	457	B	SMS010	25.500	4,420.00	53,040.00
	457	C	SMS010	26.803	4,645.85	55,750.24
	457	D	SMS010	28.173	4,883.32	58,599.84
	457	E	SMS010	29.612	5,132.75	61,592.96
Structural Rehab Spec	485	A	OAI007	27.893	4,834.79	58,017.44
	485	B	OAI007	29.318	5,081.79	60,981.44
	485	C	OAI007	30.816	5,341.44	64,097.28
	485	D	OAI007	32.391	5,614.44	67,373.28
	485	E	OAI007	34.046	5,901.31	70,815.68
Subdrain Crew Leader	457	A	SMS009	24.270	4,206.80	50,481.60
	457	B	SMS009	25.500	4,420.00	53,040.00
	457	C	SMS009	26.803	4,645.85	55,750.24
	457	D	SMS009	28.173	4,883.32	58,599.84
	457	E	SMS009	29.612	5,132.75	61,592.96
Subdrain Worker	403	A	SML013	18.556	3,216.37	38,596.48
	403	B	SML013	19.505	3,380.87	40,570.40
	403	C	SML013	20.502	3,553.68	42,644.16
	403	D	SML013	21.550	3,735.33	44,824.00
	403	E	SML013	22.653	3,926.52	47,118.24
Telecommunications Analyst	498	A	TCI011	29.760	5,158.40	61,900.80
	498	B	TCI011	31.281	5,422.04	65,064.48
	498	C	TCI011	32.879	5,699.03	68,388.32
	498	D	TCI011	34.560	5,990.40	71,884.80
	498	E	TCI011	36.326	6,296.51	75,558.08
Traffic Painter	420	A	SKW011	20.198	3,500.99	42,011.84
	420	B	SKW011	21.230	3,679.87	44,158.40
	420	C	SKW011	22.316	3,868.11	46,417.28
	420	D	SKW011	23.458	4,066.05	48,792.64
	420	E	SKW011	24.628	4,268.85	51,226.24

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Traffic Painting Crew Leader	460	A	SKS004	24.628	4,268.85	51,226.24
	460	B	SKS004	25.884	4,486.56	53,838.72
	460	C	SKS004	27.207	4,715.88	56,590.56
	460	D	SKS004	28.597	4,956.81	59,481.76
	460	E	SKS004	30.059	5,210.23	62,522.72
Traffic Signal Technician	500	A	SKW012	30.059	5,210.23	62,522.72
	500	B	SKW012	31.595	5,476.47	65,717.60
	500	C	SKW012	33.209	5,756.23	69,074.72
	500	D	SKW012	34.906	6,050.37	72,604.48
	500	E	SKW012	36.690	6,359.60	76,315.20
Training & Safety Instructor	462	A	SMS005	24.872	4,311.15	51,733.76
	462	B	SMS005	26.143	4,531.45	54,377.44
	462	C	SMS005	27.479	4,763.03	57,156.32
	462	D	SMS005	28.883	5,006.39	60,076.64
	462	E	SMS005	30.359	5,262.23	63,146.72
Trans/Air Quality Prog Spec	482	A	ASO006	27.479	4,763.03	57,156.32
	482	B	ASO006	28.883	5,006.39	60,076.64
	482	C	ASO006	30.359	5,262.23	63,146.72
	482	D	ASO006	31.910	5,531.07	66,372.80
	482	E	ASO006	33.541	5,813.77	69,765.28
Transit Operations Supervisor	452	A	SMS004	23.684	4,105.23	49,262.72
	452	B	SMS004	24.872	4,311.15	51,733.76
	452	C	SMS004	26.143	4,531.45	54,377.44
	452	D	SMS004	27.479	4,763.03	57,156.32
	452	E	SMS004	28.883	5,006.39	60,076.64
Transportation Dispatcher	442	A	ASO009	22.540	3,906.93	46,883.20
	442	B	ASO009	23.684	4,105.23	49,262.72
	442	C	ASO009	24.872	4,311.15	51,733.76
	442	D	ASO009	26.143	4,531.45	54,377.44
	442	E	ASO009	27.479	4,763.03	57,156.32
Urban Designer	516	A	PRP001	32.553	5,642.52	67,710.24
	516	B	PRP001	34.217	5,930.95	71,171.36
	516	C	PRP001	35.965	6,233.93	74,807.20
	516	D	PRP001	37.803	6,552.52	78,630.24
	516	E	PRP001	39.735	6,887.40	82,648.80

EXHIBIT A - CCEA SALARIES

	CLASSIFICATION AND SALARY PLAN					
	Effective 10/01/2008					
Class Title	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Van Driver	377	A	SMD006	16.299	2,825.16	33,901.92
	377	B	SMD006	17.133	2,969.72	35,636.64
	377	C	SMD006	18.008	3,121.39	37,456.64
	377	D	SMD006	18.929	3,281.03	39,372.32
	377	E	SMD006	19.898	3,448.99	41,387.84
Veterans Complex Maint Coord	418	A	SMS008	19.998	3,466.32	41,595.84
	418	B	SMS008	21.020	3,643.47	43,721.60
	418	C	SMS008	22.095	3,829.80	45,957.60
	418	D	SMS008	23.226	4,025.84	48,310.08
	418	E	SMS008	24.389	4,227.43	50,729.12
Warehouse Supervisor	424	A	SMS003	20.604	3,571.36	42,856.32
	424	B	SMS003	21.658	3,754.05	45,048.64
	424	C	SMS003	22.767	3,946.28	47,355.36
	424	D	SMS003	23.917	4,145.61	49,747.36
	424	E	SMS003	25.121	4,354.31	52,251.68
Warehouse Wkr/Delivery Drv	394	A	SML012	17.741	3,075.11	36,901.28
	394	B	SML012	18.648	3,232.32	38,787.84
	394	C	SML012	19.603	3,397.85	40,774.24
	394	D	SML012	20.604	3,571.36	42,856.32
	394	E	SML012	21.658	3,754.05	45,048.64
Webmaster	538	A	TCI010	36.326	6,296.51	75,558.08
	538	B	TCI010	38.182	6,618.21	79,418.56
	538	C	TCI010	40.133	6,956.39	83,476.64
	538	D	TCI010	42.184	7,311.89	87,742.72
	538	E	TCI010	44.340	7,685.60	92,227.20
Webmaster-RPT	538	A	TCI010	36.326	6,296.51	75,558.08
	538	B	TCI010	38.182	6,618.21	79,418.56
	538	C	TCI010	40.133	6,956.39	83,476.64
Welder	445	A	SKW013	22.880	3,965.87	47,590.40
	445	B	SKW013	24.034	4,165.89	49,990.72
	445	C	SKW013	25.247	4,376.15	52,513.76
	445	D	SKW013	26.537	4,599.75	55,196.96
	445	E	SKW013	27.893	4,834.79	58,017.44
Welder-RPT	445	RA	SKW013	22.880	3,965.87	47,590.40
	445	RB	SKW013	24.034	4,165.89	49,990.72
	445	RC	SKW013	25.247	4,376.15	52,513.76

GRAPHIC SERVICES SUPERVISOR COORDINATOR

DEFINITION

Occupants of this classification are in the classified service. Incumbents are responsible for day to day operation, coordination, and supervision of the ~~reduction and transfer of records and documents,~~ the duplication and reproduction of printed matter, the mailroom operation, and performing maintenance and minor repair of duplicating, ~~printing and mail room machinery in a networked environment.~~

SUPERVISION RECEIVED AND EXERCISED

This position reports to the ~~Chief Information Officer~~ Information Technology Director. Responsibilities include supervision of Graphic Services staff, ~~contract workers and vendors may include back-up of computer operation in Information Technology.~~

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. ~~Directs & participates in~~ Assumes lead responsibility for tasks performed by Graphic Services activities including determining work procedures, assigning duties, training, ~~assisting in solving work order problems,~~ enforcing applicable City regulations and policies, and promoting work efficiency.
2. ~~Operates an offset duplicating press including system offset presses, to reproduce single or multi-color copies of bulletins, manuals, typewritten matter, drawings, graphs, and similar material.~~
3. ~~Operates a copy camera, enlarger, metal plate burner, and related equipment to prepare negatives and transfer them to offset printing plates.~~
4. Operates auxiliary machines such as a hole punch drill, collator, folding machine, cutter and jogger.
5. ~~Operates and p~~Performs set-up, adjustment, clean-up, and general maintenance of duplicating equipment to ensure neat and efficient performance.
6. Utilizes a light table for stripping, ~~opaquing,~~ and general layout.
7. Orders and maintains supplies and materials for the print shop, mailroom and decentralized copiers in various departments.
8. Compiles accurate and thorough records and statistics of the Graphic Services Division workload.
9. ~~Reviews and audits division invoices and processes for payment ensuring accuracy based upon contractual agreements.~~
10. Plans and schedules printing requests according to workload and the priority of work.
11. ~~Diagnosis, troubleshoots,~~ Cleans and performs minor maintenance of ~~desktop printers, duplicating and mail room equipment.~~
12. Operates a computer and related graphics software to create forms, flyers, brochures, phone books, manuals.

13. Identifies improved better methods for meeting printing service demands through streamlining and improving work methods. Tests these possible improvements to assure their effectiveness.
14. Directs and participates in the processing of incoming and outgoing city mail; may advise staff of shipping or postal requirements and costs.
15. Assists the Chief Information Officer with development and monitoring of the division budget.
16. Purchases supplies and paper products from vendors.
17. Maintains logs and records.
18. Produces Performs art work for requesting departments.
19. Assures that work tasks are performed in a safe manner.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Purchasing practices related to offset printing and duplicating machines, auxiliary and mailroom equipment and various types of paper and metal masters.
- Equipment used to prepare negatives and transfer to offset printing plates.
- Inks and chemicals used in printing operations and various types of paper stock and their suitability for offset and duplicating uses.
- Operating principles, use, care, and maintenance of duplicating equipment, computers and related graphics software, and offset duplicating presses.
- Process by which graphic art work is reproduced in the publishing process.
- Postal regulations.
- Computer networking principles.
- Record keeping and stock control techniques.
- Offset presses and related equipment.
- Principles, methods, and practices of budgeting.
- Supervisory principles.
- Basic accounting and arithmetic.

Skill and Ability to:

- Reconcile invoiced payments based upon contract.
- Plan, organize and supervise the work of others.
- Operate computer and related software.
- Operate offset presses and related equipment.
- Use photographic equipment.
- Troubleshoot and perform minor repairs of reproduction and duplicating equipment.
- Handle photographs and negatives.
- Perform minor repairs of reproduction and duplicating equipment.
- Follow verbal and written work orders.
- Establish and maintain effective working relationships.
- and Direct the work of subordinates.
- Train staff to use graphic software to create forms.
- Postal equipment.

LICENSE AND CERTIFICATES

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

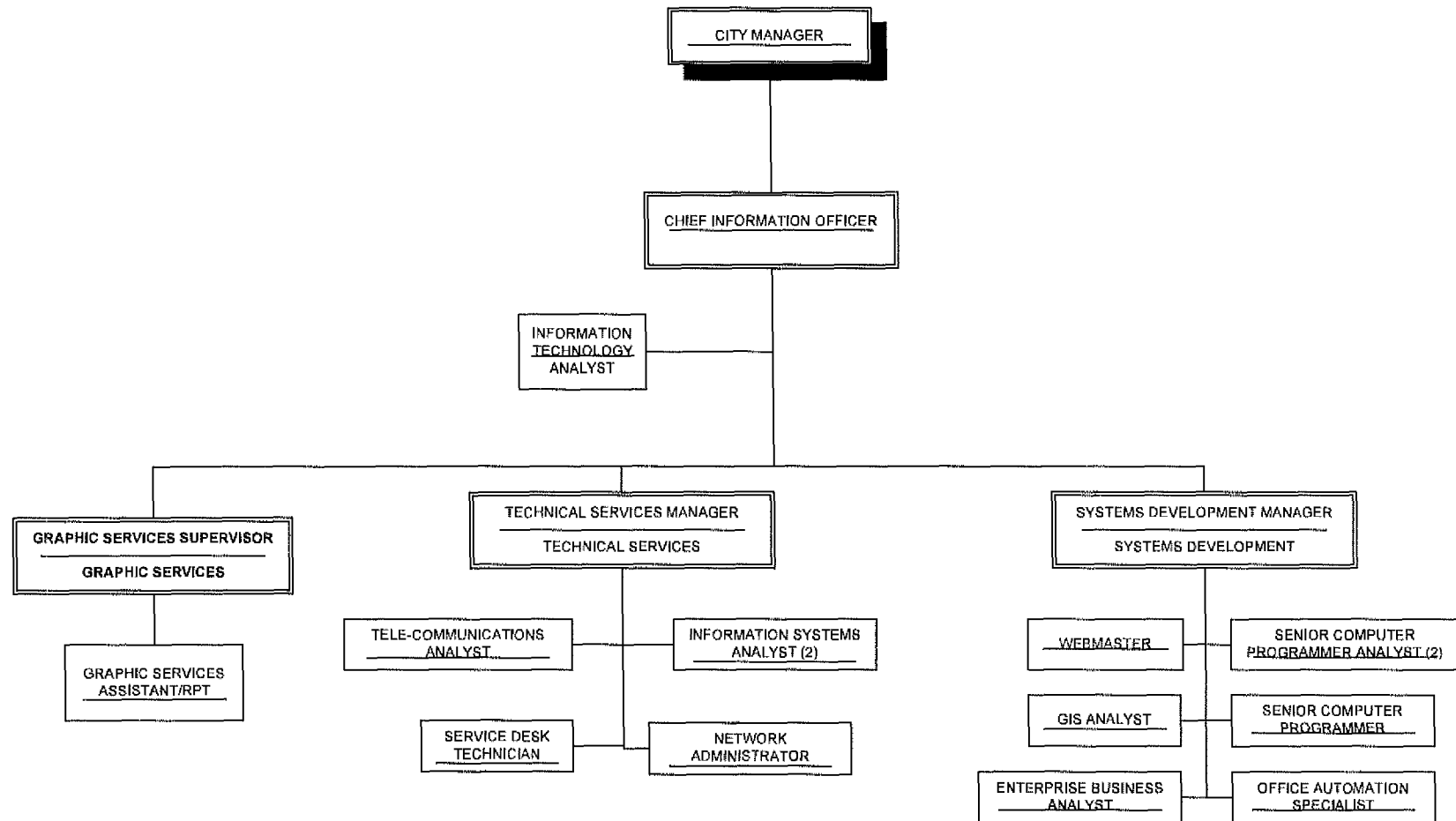
TRAINING AND EXPERIENCE

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: Associates of Arts degree or equivalent credits of college level coursework graduation from high school and three (3) years of experience in the operation of duplication and postal of microfilming and print shop equipment with one year of the required experience being in the capacity of leading and coordinating the work of others.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- May be required to work around dangerous equipment and with harsh and toxic substances.
- May be required to wear protective apparel including but not limited to goggles, face protectors, aprons, shoes, gloves and oxygen breathing apparatus.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh up to 60 pounds.

INFORMATION TECHNOLOGY DEPARTMENT



ATTACHMENT 3

FISCAL YEAR 2008-2009

**Graphic Services Coordinator
Salary Survey & Classification Study**
(as of 09/24/08)

City	Salary	Classification Title	Comparable	Comments
Beverly Hills	\$ 4,818	Reprographic Supervisor	yes	High school grad or equivalent, supplemented by technical school or apprenticeship & 3 years increasingly responsible experience; supervisory experience desirable
Burbank	\$ 4,039	Supervising Offset Press Operator	yes	5 years increasingly responsible experience + 1 year experience in close register color printing; supervisory experience desirable
Downey		no response		
Gardena		no response		
Inglewood	\$ 5,696	Reprographic Manager	yes	AA in Information Technology or related field & 5 years experience including 3 years at a supervisory level or an equivalent combination of education and experience
Long Beach	\$ 4,706	Office Services Supervisor	yes	selected as a comparable based upon budget description of division & duties performed by subordinate classifications; unable to obtain a copy of the class spec
Montebello		no response		
Norwalk		no response		
	\$ 4,611	Senior Press Operator	no	performs at a lower level & requires less experience & education
Pasadena	\$ 5,639	Central Services Supervisor	no	performs at a higher level & requires different experience & higher education
Redondo Beach	\$ 5,242	Printing & Graphics Supervisor	yes	High school grad or equivalent & 3 years of increasingly responsible experience including 1 year experience in a supervisory capacity
Santa Monica	\$ 5,946	Support Services Supervisor	yes	High school grad or equivalent + 30 semester units or equivalent of college level coursework in general education, liberal studies, public admin or related field & 4 years experience including 2 years experience leading or coordinating the work of others
Torrance	\$ 5,687	Central Services Supervisor	no	performs at a similar level with additional responsibilities for Graphic Artists; requires higher level of education in Graphic Art; supervisory experience is desirable
West Hollywood		no response		

Average
of Comparable
Classifications

\$ 5,075

Culver City

\$ 4,692 Graphic Services Coordinator



CITY OF BEVERLY HILLS
Established Date: Sep 12, 2007
Revision Date: Sep 12, 2007

ATTACHMENT 5

Reprographic Supervisor

Class Code:
LS00

SALARY RANGE

\$22.44 - \$27.80 Hourly
\$3,889.00 - \$4,818.00 Monthly
\$46,668.00 - \$57,816.00 Annually

JOB SUMMARY:

Directs and participates in the activities of Print Shop operations, including duplication services, document management, the processing and distribution of internal and external mail; assists in the preparation and administration of the Print Shop budget; develops and directs the maintenance of reprographics equipment and job cost records; oversees Print Shop staff; performs related duties as required.

MAJOR DUTIES:

- Assists in the development of and implements policies and procedures related to Print Shop operations.
- Directs and participates in Print Shop activities; assigns work to Reprographics staff, coordinates the scheduling and completion of work by determining priorities and resolving workload problems; inspects work for accuracy and completeness; evaluates work techniques and methods for conformance to established work standards.
- Authorizes the purchase of supplies and payment of invoices in accordance with established procedures; ensures the maintenance of adequate inventory; coordinates the distribution of photocopier supplies to all City departments.
- Supervises and participates in the fulfillment and finalization of illustrations, graphics, forms, bulletins, flyers, desktop publishing, calligraphy, printing, binding, collating, stripping for plate making, and color separation for printing.
- Provides training and assistance for document management operations
- Evaluates equipment and recommends purchases.
- Supervises and participates in the selection of reprographics personnel; plans and implements employee training; participates in the evaluation of employee performance; initiates disciplinary action.
- Provides technical assistance to other Print Shop and City personnel in the selection of printing techniques or materials; may recommend the use or application of graphics; may assist in the preparation of work orders.
- Directs the processing and distribution of incoming and outgoing city mail; may advise others of shipping or postal requirements and costs.
- Develops and directs the maintenance of work orders and records; prepares periodic reports pertaining to unit operations and administration; prepares unit budget projections and assists in the administration of the unit budget; prepares reports of work order expenses for City departments and other agencies.
- Selects orders and maintains stock supplies.
- Supervises or makes minor repairs on duplicating equipment.

REQUIRED QUALIFICATIONS:

Experience: Three years increasingly responsible experience in the reproduction of one color and multicolor materials; preparation of graphics; operation of an offset press;

supervisory experience desirable. ATTACHMENT 5

Education: Graduation from high school or equivalent, supplemented by technical school or apprenticeship training in reprographics.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- application and use of a variety of graphics media.
- terminology, methods, practices and techniques of graphic design.
- operation and routine maintenance requirements of offset duplicating and related equipment.
- materials and supplies used in the reprographics process.
- the principles and methods of recordkeeping as applied to reprographics operations.
- basic budgeting methods and procedures and the methods and techniques of supervision.
- journey level skill in the operation of reprographics equipment.
- purpose and uses of a variety of photocopy and print shop equipment.
- safe work practices.

Ability to:

- operate and maintain high speed multi-function devices and print shop equipment.
- prioritize workflow and complete project on time.
- establish and maintain Print Shop work schedules.
- direct and train staff.
- communicate effectively.
- lift and move heavy equipment, and materials.

ATTACHMENT 5

CITY OF BURBANK

SUPERVISING OFFSET PRESS OPERATOR

DEFINITION

Under direction, supervises the City's reprographics and mail functions; operates the more complex equipment used for the duplication and reproduction of printed matter; and to do related work as required.

ESSENTIAL FUNCTIONS

Operates the Heidelberg GTO Press and multilith offset duplicators; supervises the City's reprographics and mail functions; reviews work requests; decides on method of reproduction and estimates cost of method used; collates, assembles, trims, and binds reproduced materials; cuts paper stock; prepares paper and metal plates for duplicating; prepares liquid mixtures and mixing of ink; cleans, oils, adjusts, and keeps machines in good repair; files plates; performs photographic work; maintains photographic plate files; supervises, trains, and evaluates employees; maintains effective working relationships with supervisors, fellow employees and the public.

MINIMUM QUALIFICATIONS

Employment Standards:

• Knowledge of - operating procedures of the Heidelberg GTO Press and multilith offset duplicating equipment; duplicating shop procedures and terminology; photographic methods and techniques; principles of supervision; print shop operations; organizational management.

- Skill in - operating an offset press and other duplicating equipment.
- Ability to - work for long periods in a standing position; demonstrate mechanical aptitude in equipment maintenance; develop and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Five year's experience in the operation of offset duplicating equipment, including one year's experience in close register color printing.

Licenses & Certificates: Possession of a valid California Class "C" Driver's License or equivalent at time of appointment.

Desirable Qualifications: Supervisory experience.

ATTACHMENT 5

City of Inglewood

Job Description
Class Code: 855

REPROGRAPHICS MANAGER

DEFINITION

Under general supervision, creates and produces graphic designs for printed materials. Manages workflow, prioritizes the scheduling for printing materials and supervises subordinate staff of the City's Printing Department.

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

Creates and produces graphic designs using graphic art software for brochures, newsletters, forms and other printed materials for the City; discusses with and advises City staff on requisitions for outputting computer generated designs; oversees the scheduling and quality control of printing finished products; assists assigned staff with technical advice on press operations; assures accurate and prompt mail delivery and posting for all City departments.

Assures proper postage policies are followed to receive lowest rates; communicates with vendors to order supplies, implement cost saving purchases and evaluate new products; authorizes and processes payments of vendor invoices and calculates monthly charge back costs for in-house and outsourced printing usage and postage for each City department; participates in annual budget decisions; conducts team meetings and individual conferences to inform and clarify goals, objectives and responsibilities; provides training and technical assistance to City staff; prepares performance evaluations for assigned staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of graphic design software applications
Knowledgeable of graphic and printing equipment operation
Knowledgeable of budgeting practices and payment of invoices
Knowledgeable of pre-press applications, press operations and bindery techniques
Knowledgeable of personal computer hardware and software
Skilled in managing, delegating and evaluating work of assigned staff
Skilled in prioritizing and meeting deadlines
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 perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion, vision to monitor, background noise, dangerous machinery and hazardous chemicals.

QUALIFICATIONS

Associates Degree in Information Technology, or closely related field **AND** five (5) years experience in printing and graphic design including three (3) 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.

Salary Schedule
General City Titles
July 1, 2008

Amounts shown are hourly, bi-weekly, and monthly equivalents.

CODE	POSITION TITLE	RANGE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7
			1064.560	1117.760	1182.960	1242.160	1304.720	1370.640	1439.680
			2314.000	2430.000	2572.000	2701.000	2837.000	2980.000	3130.000
I70CN	OFFICE SERVICES ASST III	370	14.326	15.043	15.917	16.713	17.551	18.484	19.580
			1146.080	1203.440	1273.360	1337.040	1404.080	1478.720	1566.400
			2492.000	2616.000	2768.000	2907.000	3053.000	3215.000	3406.000
AI7NN	OFFICE SERVICES OFFICER	E00	0.000						
D29NN	OFFICE SERVICES SUPERVISOR	500	19.902	20.896	22.113	23.238	24.463	25.720	27.059
			1592.160	1671.680	1769.040	1859.040	1957.040	2057.600	2164.720
			3462.000	3634.000	3846.000	4042.000	4255.000	4473.000	4706.000
D26NN	OFFICE SPECIALIST-PROSECUTOR	B00	0.000						
BD6NN	OFFICE SYSTEMS OFFICER	E00	0.000						
I32AN	OFFSET PRESS OPERATOR I	390	15.039	15.792	16.713	17.551	18.484	19.580	20.522
			1203.120	1263.360	1337.040	1404.080	1478.720	1566.400	1641.760
			2616.000	2747.000	2907.000	3053.000	3215.000	3406.000	3569.000
I32BN	OFFSET PRESS OPERATOR II	420	16.198	17.006	17.996	19.070	20.069	21.060	22.113
			1295.840	1360.480	1439.680	1525.600	1605.520	1684.800	1769.040
			2817.000	2958.000	3130.000	3317.000	3491.000	3663.000	3846.000
J41AN	OIL FIELD GAUGER I	504	22.222	23.333	24.692	25.954	27.296	28.712	30.198
			1777.760	1866.640	1975.360	2076.320	2183.680	2296.960	2415.840
			3865.000	4058.000	4295.000	4514.000	4748.000	4994.000	5252.000
J41BN	OIL FIELD GAUGER II	507	23.782	24.968	26.421	27.775	29.207	30.725	32.316
			1902.560	1997.440	2113.680	2222.000	2336.560	2458.000	2585.280
			4136.000	4343.000	4595.000	4831.000	5080.000	5344.000	5621.000
B05NN	OIL PROPERTIES ACCTG OFFICER	E00	0.000						
AP7NN	OPERATIONS CENTER OFFICER	E00	0.000						
BI3NN	OPERATIONS OFFICER-AIRPORT	E00	0.000						
AI6NN	OPERATIONS OFFICER-BLDG SAFETY	E00	0.000						
G50AN	OUTREACH WORKER I	260	10.972	11.520	12.189	12.779	13.407	14.057	14.787
			877.760	921.600	975.120	1022.320	1072.560	1124.560	1182.960
			1908.000	2004.000	2120.000	2223.000	2332.000	2445.000	2572.000
G50BN	OUTREACH WORKER II	380	14.676	15.412	16.309	17.133	17.996	19.070	20.069
			1174.080	1232.960	1304.720	1370.640	1439.680	1525.600	1605.520
			2553.000	2681.000	2837.000	2980.000	3130.000	3317.000	3491.000
D26N4	PAGE	P16	8.012						
T16N4	PAGE-NC	H17	7.958						

ATTACHMENT 5

ATTACHMENT 5

City of Redondo Beach
Class Specification

Approved: 12/5/00
Resolution: CC-0012-147

PRINTING AND GRAPHICS SUPERVISOR

DEFINITION

Under the direction of the City Clerk, to supervise the daily operations of the Printing and Graphics Division; and to perform other related duties as required.

EXAMPLES OF DUTIES

Supervise, train and review the performance of division personnel in the design, layout and reproduction of printed materials; prioritize employee work schedules and maintain records of work activities; monitor equipment operations; examine printed material to verify conformity to work order standards and specifications; coordinate and oversee the City's U.S. Mail accounts; requisition supplies and materials; account for supply and equipment inventory; prepare records and reports on operational activities and costs; establish schedules and printing service methods; create and implement policies and procedures; operate, maintain and perform minor repairs on all printing, duplication and graphics equipment; recommend equipment purchases based on an analysis and review of specifications; assist with the preparation of the department budget; legally operate a motor vehicle in the State of California.

MINIMUM QUALIFICATIONS

Knowledge of: Materials, equipment, regulations, principles, procedures and/or practices necessary to perform the required duties and responsibilities; principles and practices of effective employee supervision, training and evaluation; record-keeping and stock control techniques; basic repair and maintenance of printing and duplicating equipment; graphic design, desktop publishing, scanning and reproduction techniques; various printing mediums including inks, paper, binding and graphics; mail procedures, methods and techniques for mail metering, sorting and distribution including laws, codes and regulations relating to postal services; budget preparation and control; applicable safety and health regulations.

Ability to: Meet the physical employment standards prescribed in the Industrial Relations and Insurance Support Services Job Analysis; demonstrate a mechanical aptitude to maintain printing and reprographic equipment; read, speak, write and understand the English language; interpret and analyze statistical data; prepare clear and concise reports; follow and enforce the appropriate safety and health regulations, labor agreements, City rules and regulations, policies and procedures; supervise, train and evaluate staff; maintain, operate and perform minor repairs on all printing and duplication machinery; operate and use modern office equipment including personal computers and desktop programs; establish and maintain effective working relationships with others; understand and interpret City rules, regulations, policies and procedures; lift and carry moderate to heavy objects work shifts and overtime; legally operate a motor vehicle within the State of California.

ATTACHMENT 5

Printing and Graphics Supervisor
Page 2

Education and Experience: Graduation from high school or a GED equivalent and three (3) years of increasingly responsible technician-level experience with print shop operational duties including one year of experience in a supervisory capacity.

ATTACHMENT 5

**SUPPORT SERVICES SUPERVISOR**Class Code:
4600City of
Santa MonicaCITY OF SANTA MONICA
Established Date: Dec 6, 2000
Revision Date: Aug 24, 2007**SALARY RANGE**\$27.78 - \$34.30 Hourly
\$4,816.00 - \$5,946.00 Monthly
\$57,792.00 - \$71,352.00 Annually**JOB SUMMARY:**

REPORTS TO: Assistant Director of Records and Election Services

DEPARTMENT Records and Election Services

DIVISION: Support Services

APPROVED: Personnel Board 08/21/07 (rev.); 12/06/00

Supervises the Support Services Division to provide quality reprographic services and efficient mail service to the City. Coordinates and monitors the work of staff and the administrative functions of the Division which includes equipment and cost analyses, customer satisfaction, outreach, and office management.

MAJOR DUTIES:

Supervises, selects, trains, and evaluates staff in the Support Services Division. Prepares performance evaluations, reviews employees time cards, and approves sick leave and vacation leave requests.

Receives work order requests for printing and duplicating services for City departments and assigns work to staff. Estimates time and cost requirements, sets priorities, and establishes production schedules to meet deadlines.

Supervises and participates in the operation of offset printing equipment, copying machines and related equipment.

Plans and supervises mail distribution activities, including receiving, sorting and delivering incoming mail and picking up and processing outgoing mail.

Prepares and administers the Support Services Division budget including the development of the division performance indicators.

Prepares, processes, files and maintains a variety of billing/financial records and forms including detailed records of services provided to other City departments. Process invoices for payment.

Evaluates and recommends the purchase of equipment and supplies including printing, copying, postal, and other related equipment. Meets and interacts with vendors and evaluates service performance.

Prepares requisitions and/or proposals and contract bid documents. Coordinates the ordering of supplies and maintains inventory.

Interacts regularly with staff from other City departments and outside agencies. Provides technical advice to staff on printing, duplicating, and mailing matters. Meets with City staff to promote knowledge and understanding of policies, procedures, and updates to the City's printing and mail services area.

Coordinates equipment repair, maintenance, and temporary replacement services. Cleans and performs routine maintenance of equipment.

ATTACHMENT 5

Develops, recommends and implements policies and procedures relative to the duplication and mail delivery functions.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Office management principles, practices, and procedures.
Methods and tools used in the operation and maintenance of a print-shop and mail room equipment.
Computer systems and their application in print layout, design, and configuration of print jobs.
Paper, ink and other supplies used in reprographic processes.
Budget preparation and administration.
Effective supervisory techniques.
Effective customer service techniques.

Ability to:

Supervise, train, and evaluate the work of staff.
Analyze problems and develop effective solutions.
Assess the effectiveness of activities, equipment and operations.
Operate and maintain offset printing press, large volume, high speed duplicators and related equipment.
Evaluate and make recommendations for the purchase of print shop and mail services equipment.
Prepare reports, maintain records and logs, and perform basic mathematical calculations.
Communicate clearly and effectively, both orally and in writing.
Establish and maintain effective and cooperative working relationships with City employees and the general public.
Learn and implement new procedures and technology.
Provide effective customer service.
Lift and carry objects weighing up to 70 lbs.

Skill in:

Leadership, management and supervision.
Using a personal computer and applicable software applications.

Education Training and Experience:

High school graduation or equivalent. Thirty semester units or the equivalent of college level coursework in General Education, Liberal Studies, Public Administration or a closely related field.

Four years of recent, paid work experience in a reprographics shop and/or mail center. At least two years of the required experience must have included leading and coordinating the work of others. Successful completion of the City of Santa Monica Pre-Supervisory Training Academy and one year of lead experience at the time of application can substitute for the two years of lead experience.

Licenses and Certificates:

Possession of a valid Class C driver license.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Director of Records and Election Services, who reviews work in progress and periodically reviews completed work.

SUPERVISION EXERCISED:

Exercises direct supervision over the Support Services Division, assigning work, reviewing work in progress and assessing the quality of completed work.

WORKING CONDITIONS:

Work is regularly performed indoors in a print shop/mail center environment. May require offsite visits to deliver printed documents and mail. Physical demands include standing, bending, stooping, lifting up to 70 pounds, climbing flights of stairs, walking, and sitting. Exposure to noise, vibrations, odors, chemicals and ink.

4600

ATTACHMENT 5