

**RESOLUTION NO. 75-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA TO REVISE THE PART-TIME SALARY SCHEDULE AND UPDATE PART TIME CLASSIFICATIONS**

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**WHEREAS**, the City of Pacifica annually reviews the salary ranges of its part-time employees for compliance with the State of California Minimum Wage regulations; and

**WHEREAS**, the California Minimum Wage will increase to \$14.00 per hour effective January 1, 2021; and

**WHEREAS**, the job description and new title for Maintenance Assistant and the job descriptions for Laboratory Assistant and Relief Cook have been revised via job analysis and reviewed by staff; and

**WHEREAS**, it is the City's intent to continue to provide its residents with quality service and programs; and

**WHEREAS**, it is the City's desire to attract and retain qualified part-time employees to staff these qualitative programs; and

**WHEREAS**, it is the City's desire to improve efficiency by appropriately staffing Departments.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pacifica that the revised part time salary schedule and proposed job descriptions listed above and attached (Attachments A-D) are hereby revised and authorized, with an effective date of December 19, 2020.

. . . . .

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on December 14, 2020, by the following vote:

**AYES**, Councilmembers: Martin, Beckmeyer, Vaterlaus, Bier, O'Neill.

**NOES**, Councilmembers: n/a

**ABSENT**, Councilmembers: n/a

**ABSTAIN**, Councilmembers: n/a

  
\_\_\_\_\_  
Deirdre Martin, Mayor

ATTEST:

  
\_\_\_\_\_  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michelle Marchetta Kenyon, City Attorney



**CITY OF PACIFICA**  
**PART TIME MASTER SALARY SCHEDULE**  
**LAST REVISED 12/19/2020**

Position Title	Base Hourly Rate	Max Hourly Rate	Unit
Aquatics Specialist	\$17.00	\$22.00	Unrepresented Employee Group
Assistant Swim Coach	\$16.00	\$22.00	Unrepresented Employee Group
Building Attendant	\$14.00	\$21.00	Unrepresented Employee Group
Child Care Aide	\$15.00	\$18.00	Unrepresented Employee Group
Child Care Associate Teacher	\$18.50	\$25.00	Unrepresented Employee Group
Code Enforcement Specialist	\$15.00	\$23.00	Unrepresented Employee Group
Driver (Bus/Van)	\$16.00	\$25.00	Unrepresented Employee Group
Fire Prevention Specialist	\$22.00	\$37.00	Unrepresented Employee Group
Head Swim Coach	\$22.50	\$25.00	Unrepresented Employee Group
Information & Referral Coordinator	\$15.00	\$25.00	Unrepresented Employee Group
Information Technology Support Assistant	\$20.00	\$25.00	Unrepresented Employee Group
Instructional Teacher	\$14.00	\$34.00	Unrepresented Employee Group
Intern (Various Departments)	\$14.00	\$25.00	Unrepresented Employee Group
Kitchen Assistant	\$15.00	\$18.00	Unrepresented Employee Group
Laboratory Assistant	\$18.00	\$22.00	Unrepresented Employee Group
Lifeguard I	\$14.50	\$16.50	Unrepresented Employee Group
Lifeguard II	\$16.50	\$18.50	Unrepresented Employee Group
Maintenance Assistant	\$19.00	\$23.00	Unrepresented Employee Group
Office Assistant	\$14.00	\$19.00	Unrepresented Employee Group
Pool Cashier	\$14.00	\$15.00	Unrepresented Employee Group
Pool Manager	\$18.50	\$22.50	Unrepresented Employee Group
Program Manager	\$40.00	\$50.00	Unrepresented Employee Group
Public Meeting Stenographer	\$20.00	\$25.00	Unrepresented Employee Group
Recreation Leader I/II	\$14.00	\$16.00	Unrepresented Employee Group
Recreation Leader III/IV	\$16.00	\$19.00	Unrepresented Employee Group
Recreation Leader V	\$19.00	\$21.00	Unrepresented Employee Group
Relief Cook	\$19.00	\$23.00	Unrepresented Employee Group
Senior Life Guard	\$18.50	\$20.50	Unrepresented Employee Group
Senior Water Safety Instructor	\$17.00	\$19.50	Unrepresented Employee Group
Wastewater Operator-in-Training	\$18.00	\$20.00	Unrepresented Employee Group
Water Safety Instructor	\$15.50	\$17.00	Unrepresented Employee Group

\*The City has made every attempt to ensure the accuracy and reliability of the information provided in this document. However, the information is provided "as is" without warranty of any kind. The City does not accept any responsibility or liability for the accuracy, content, completeness, legality, or reliability of the information contained in this document. Questions or concerns regarding this document should be directed to [HR@ci.pacifica.ca.us](mailto:HR@ci.pacifica.ca.us).



## LABORATORY ASSISTANT

This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.

### **DEFINITION**

Perform basic duties in support of the laboratory.

### **SUPERVISION RECEIVED**

Receive supervision from higher level staff.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Perform a variety of basic laboratory duties.
- Conduct standard routine testing and analyses.
- Enter, edit, update, and retrieve data from reports, spreadsheets, and automated systems; prepare periodic or special reports, following established formats and processes.
- Perform routine sampling.
- Perform general housekeeping in and around the laboratory.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:*

#### **Education and Training**

Equivalent to an Associate's Degree from an accredited college or university with major coursework in chemistry, bacteriology or a related field highly desired.

*Substitution:* Additional years of related experience may substitute for education on a year-for-year basis. (Example: additional two years of related experience will be equivalent to an Associate's Degree).

#### **Experience**

No experience required.

#### **Licenses**

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record.

#### **Additional Requirements**

Must be a minimum of 18 years of age at time of appointment.

#### **Knowledge of**

- Basic chemistry and algebra.



**Skill/Ability to**

- Understand and follow oral and written directions.
- Learn specialized processing, procedures and laboratory support tasks.
- Travel to different sites and locations as needed.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work in a safe manner following industry best practices and the City's safety practices and procedures.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

**Physical Skills**

Able to use standard office and laboratory equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs; lift and carry up to 25 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors and/or symbols; able to read printed materials and a computer screen; able to communicate effectively with others; smell to distinguish odors.

**Work Environment**

Mobility to work in a typical office setting or laboratory environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards.

**Adopted Date:** 2011

**Status:** Non-Exempt

**Bargaining Unit:** N/A – Unrepresented

**Revised Dates:** 12/14/2020

**Former Titles:**

**Abolished:**

**Resolutions:**



## **MAINTENANCE ASSISTANT**

**This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.**

### **DEFINITION**

Perform unskilled/semi-skilled labor and maintenance work.

### **SUPERVISION RECEIVED**

Receive supervision from higher level staff.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Perform a variety of unskilled/semi-skilled maintenance or custodial duties involving manual labor of facilities, parks, storm drains, streets, etc.
- Clean and inspect facilities for vandalism or potential hazards.
- Sanitize surfaces, repair minor plumbing problems, diagnose basic sewer issues, replace components on fixtures.
- Maintain area(s) as assigned including parks and public buildings, performing basic repairs, inspections and landscaping.
- Load and unload supplies and materials.
- Assist with various areas of public works such as minor asphalt repairs, brush removal, facility repairs, stewardship of protected species, etc.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:*

#### **Education and Training**

High School Diploma or equivalent.

#### **Experience**

Experience performing labor or maintenance work is highly desirable.

#### **License**

Possession and maintenance of a valid Class C California driver's license is required at time of appointment.

#### **Additional Requirements**

Must be a minimum of 18 years of age at time of appointment.

#### **Knowledge of**

- Safe work practices.
- Tools, materials and equipment used in general labor and maintenance work.



**Skill/Ability to**

- Understand and follow oral and written directions.
- Perform manual labor and custodial duties of a routine nature in assigned area.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Bend, stoop, lift, work in confined spaces and operate compressors and pneumatic tools.
- Work independently, and work as a member of a crew.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Work holidays, weekends and evenings as needed.
- Work in a safe manner following industry best practices and the City's safety practices and procedures.

**Adopted Date:** 01/2019

**Status:** Non-Exempt, Part-time, Hourly

**Bargaining Unit:** Unrepresented

**Revised Date:** 12/14/2020

**Former Titles:** Maintenance Aide

**Abolished:**

**Resolutions:**



## **RELIEF COOK**

**This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.**

### **DEFINITION**

Under general supervision, assists with food preparation, cooking and general kitchen support.

### **SUPERVISION RECEIVED**

Receives immediate supervision from higher level staff.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Assists in a variety of kitchen and food preparation duties in support of the Congregate and Home Delivered meals programs offered through the Senior Center.
- Helps coordinate kitchen activities at the Senior Center, including heating/re-heating, preparing and serving fresh and prepackaged meals.
- Ensures a clean and sanitary work area and complies with food preparation standards and protocols
- Assists in maintaining documents and records pertaining to food preparation standards and kitchen procedures.
- Assist with ordering necessary supplies from City vendors.
- Lead food preparation under established recipes and guidelines as needed.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:*

#### **Education and Training**

High School Diploma or equivalent.

#### **Experience**

One (1) year of entry-level line cook and/or food preparation experience within a hospitality/commercial food environment.

#### **Certification**

Possession of, or ability to obtain and maintain a valid ServSafe Food handler certification is required within three (3) months from date of hire.

Possession of, or ability to obtain and maintain a valid American Red Cross Standard First Aid certificate and CPR Certificate within three (3) months of employment.

#### **License**



Possession of a valid Class C California driver's license is required at time of appointment.

**Additional Requirement**

Must be a minimum of 18 years of age at time of appointment.

**Knowledge of**

- Commercial food preparation.
- Safe work practices.
- Commercial food service tools, materials and equipment.
- Basic nutrition.

**Skill/Ability to**

- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- work in a commercial kitchen environment.
- Use institutional food preparation equipment and adhere to food preparation schedule.
- Adhere to environmental health standards.
- Lift and transport food and packaged materials up to 50lbs.
- Handle hot/cold items and sharp tools.
- Operate industry objects, tools and controls.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Work varied hours, including holidays and weekends providing facility support.

**Adopted Date:**

**Status:** Non-Exempt, Part-time, Hourly

**Bargaining Unit:** Unrepresented

**Revised Date:** 12/14/2020

**Former Titles:**

**Abolished:**

**Resolutions:**