

**RESOLUTION NO. 53-2019**

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

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

**WHEREAS**, the California Minimum Wage will increase to \$13.00 per hour effective January 1, 2020;

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

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

**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, California, that the proposed classification, job descriptions and salary schedule be adopted, with an effective date December 21, 2019.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on December 9, 2019 by the following vote of the members thereof:

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

NOES, Councilmembers: None.

ABSENT, Councilmembers: None.

ABSTAIN, Councilmembers: None.

  
Sue Vaterlaus, Mayor

ATTEST:

  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
Michelle Marchetta Kenyon, City Attorney

**Part-Time Hourly Salary Schedule Effective 12/21/2019**

<b>Position Title</b>	<b>Base Hourly Rate</b>	<b>Max Hourly Rate</b>
Aquatics Specialist	\$17.00	\$22.00
Assistant Swim Coach	\$16.00	\$22.00
Building Attendant	\$13.00	\$18.00
Child Care Aide	\$14.00	\$17.00
Child Care Associate Teacher	\$17.50	\$25.00
Code Enforcement Specialist	\$15.00	\$23.00
Driver (Bus/Van)	\$16.00	\$25.00
Fire Prevention Specialist	\$22.00	\$37.00
Head Swim Coach	\$22.50	\$25.00
Information & Referral Coordinator	\$15.00	\$25.00
Information Technology Support Assistant	\$20.00	\$25.00
Instructional Teacher	\$13.00	\$34.00
Intern (Various Departments)	\$13.00	\$25.00
Kitchen Assistant	\$13.50	\$16.50
Lifeguard I	\$14.00	\$16.00
Lifeguard II	\$16.00	\$17.50
Maintenance Aide	\$16.00	\$20.00
Office Assistant	\$13.00	\$18.00
Pool Cashier	\$13.00	\$14.50
Pool Manager	\$17.00	\$22.00
Program Manager	\$40.00	\$50.00
Public Meeting Stenographer	\$20.00	\$25.00
Recreation Leader I/II	\$13.00	\$16.00
Recreation Leader III/IV	\$16.00	\$19.00
Recreation Leader V	\$19.00	\$21.00
Relief Cook	\$17.00	\$21.00
Senior Life Guard	\$17.50	\$19.00
Senior Water Safety Instructor	\$16.50	\$19.50
Wastewater Operator-in-Training	\$18.00	\$20.00
Water Safety Instructor	\$14.50	\$16.50



## INFORMATION TECHNOLOGY SUPPORT ASSISTANT

**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, performs semi-skilled work in support of basic information technology needs of the City.

### **SUPERVISION RECEIVED**

Receives immediate supervision from higher level staff.

### **ESSENTIAL AND IMPORTANT DUTIES**

Respond to information technology help desk requests and provide assistance via phone, e-mail, remote access, and onsite support; escalating more complex requests to senior staff members.

Perform basic configuration, installation and maintenance of workstations, laptops, printers, telephones, mobile devices, and other peripherals.

Troubleshoot basic software, hardware, and network issues; escalating more complex issues to senior staff members.

Train end-users in operating systems, application programs, and basic computer functionality.

Assist in creating documentation and training manuals.

Assist with meeting room setup of laptops, projectors, conference phones, and other requested items.

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.

Recent coursework in Information Technology, Computer Science or a related field is required.



**Experience**

No experience required.

**Licenses**

Possession 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**

Basic principles of computer technology.

Tools, software, materials and equipment used in general information and technology work.

Safe work practices.

**Skill/Ability to**

Understand and follow oral and written directions.

Analyze situations accurately and adopt an effective course of action.

Demonstrate excellent customer service skills.

Maintain confidentiality.

Establish and maintain cooperative relations with those contacted during the course of work.

Operate and install computers, software and standard office equipment.

**Adopted Date:** December 2019

**Status:** Non-Exempt, Part-Time, Hourly, At-Will

**Bargaining Unit:** Unrepresented

**Revised Date:**

**Former Titles:**



**Abolished:**



## OFFICE ASSISTANT

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

### **DEFINITION**

Under general supervision, performs a variety of general clerical duties in support of an assigned department/division.

### **SUPERVISION RECEIVED**

Receives immediate supervision from higher level staff.

### **ESSENTIAL AND IMPORTANT DUTIES**

Performs a variety of office support and general clerical duties.

Acts as receptionist; receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person, and/or provides factual information regarding City and departmental activities and functions.

Enters, edits, updates, and retrieves data from reports, spreadsheets, and automated systems and prepares periodic or special reports, following established formats and processes.

Establishes and maintains office files, following an established filing system; researches and compiles information from such files; purges files as required.

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**

No experience required.

Experience in clerical work desired.

#### **Licenses**

Possession 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.

Basic office practices and procedures, including filing and the operation of standard office equipment.

Correct English usage, including spelling, grammar, and punctuation.

**Skill/Ability to**

Understand and follow oral and written directions.

Learn specialized processing, procedures and office support tasks related to the department/division to which assigned.

Perform a wide variety of basic office support duties.

Maintain attention to detail despite interruptions.

Establish and maintain cooperative relations with those contacted during the course of work.

**Adopted Date:** December 2019

**Resolution:**

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

**Bargaining Unit:** N/A

**Resolution:**

**Revised Date:**

**Resolution:**

**Former Titles:**

**Abolished:**