

TOWN OF SAN ANSELMO

RESOLUTION NO. 4219

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING A PUBLICLY AVAILABLE PAY SCHEUDLE

WHEREAS, the governing body of the Town of San Anselmo has the authority to implement Government Code Section 20636 (b) (1);


WHEREAS, the governing body of the Town of San Anselmo has adopted salary schedules for all Town positions;

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is the adoption by the governing body of the Town of San Anselmo of a Publicly Available Pay Schedule;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of San Anselmo adopts the attached Publicly Available Pay Schedule for the 2017-2018 fiscal year,

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 9th day of January 2018, by the following vote, to wit:

AYES: Wright, Brown, Greene, Coleman, Colbert
NOES: None
ABSENT: None
ABSTAIN: None



John Wright, Mayor

ATTEST:



Carla Kacmar, Town Clerk

Town of San Anselmo
Salary Schedule July 1, 2017

Classification Title	Monthly Step A	Monthly Step B	Monthly Step C	Monthly Step D	Monthly Step E
Confidential and SEIU positions					
Accounting-Benefits Technician*	\$5,470	\$5,744	\$6,031	\$6,332	\$6,650
Administrative Services Assistant I	\$3,969	\$4,168	\$4,375	\$4,593	\$4,824
Administrative Services Assistant II	\$4,321	\$4,537	\$4,764	\$5,003	\$5,253
Administrative/Permit Services Technician	\$4,917	\$5,163	\$5,421	\$5,692	\$5,977
Assistant Planner	\$5,563	\$5,841	\$6,133	\$6,440	\$6,762
Associate Planner	\$6,120	\$6,425	\$6,747	\$7,085	\$7,439
Building Inspector	\$6,367	\$6,685	\$7,019	\$7,371	\$7,739
Child Care Instructor	\$3,010	\$3,161	\$3,319	\$3,485	\$3,659
Groundskeeper Trainee					\$2,273
Lead Library Assistant	\$4,001	\$4,202	\$4,412	\$4,632	\$4,864
Librarian I	\$4,783	\$5,023	\$5,273	\$5,537	\$5,814
Librarian II	\$5,356	\$5,623	\$5,903	\$6,199	\$6,508
Library Assistant	\$3,721	\$3,907	\$4,102	\$4,308	\$4,523
Library Technician	\$4,242	\$4,456	\$4,677	\$4,911	\$5,157
Maintenance Supervisor	\$5,695	\$5,979	\$6,278	\$6,592	\$6,922
Maintenance Worker I	\$3,994	\$4,194	\$4,405	\$4,624	\$4,856
Maintenance Worker II	\$4,398	\$4,617	\$4,849	\$5,091	\$5,346
Planning Technician	\$5,046	\$5,299	\$5,564	\$5,842	\$6,134
Recreation Coordinator I	\$3,969	\$4,168	\$4,375	\$4,593	\$4,824
Recreation Coordinator II	\$4,321	\$4,537	\$4,764	\$5,003	\$5,253
Recreation Program Leader	\$3,311	\$3,476	\$3,650	\$3,833	\$4,024
Recreation Supervisor	\$5,188	\$5,448	\$5,721	\$6,006	\$6,307
Senior Maintenance Worker	\$4,747	\$4,984	\$5,233	\$5,495	\$5,770
Senior Planner	\$6,734	\$7,070	\$7,423	\$7,794	\$8,185
* Accounting and Benefits Technician receives an additional 10% pay beyond the salary listed for responsibilities related to Ross Valley Fire Department.					
Management Salaries -flat rate no steps					
	Monthly				
Assistant Public Works Director	\$10,628				
Building Official	\$9,188				
Community Services Director	\$10,628				
Finance & Administrative Services Director**	\$12,728				
Planning Director	\$12,142				
Public Works Director	\$13,721				
Senior Civil Engineer	\$9,188				
Town Clerk/Municipal Information Officer	\$7,079				
Town Librarian***	\$10,628				
Town Manager	\$15,543				
** Finance and Administrative Services Director receives an additional 7% pay beyond the salary listed for responsibilities related to Ross Valley Fire Department.					
*** Town Librarian receives an additional 10% pay beyond the salary listed for Assistant Town Manager duties.					

Town of San Anselmo
Salary Schedule July 1, 2017

Classification Title	Monthly Step A	Monthly Step B	Monthly Step C	Monthly Step D	Monthly Step E
Part Time Hourly Salaries					
	Hourly Rates				
Clerical Assistant	\$11.69 - \$18.13				
Library Assistant (on call)	\$21.94 - \$26.68				
Library Pages	\$11.00 - \$12.46				
Librarian (on call)	\$28.21 - \$38.37				
Maintenance Worker	\$20.80 - \$24.96				
Public Works Engineer	\$46.97				
Recreation Childcare Aide	\$11.34 - \$16.67				
Recreation Childcare Instructor	\$17.76 - \$21.57				
all salaries are effective July 1, 2017 except for the Library Page position which was revised as of January 1, 2018					

TOWN OF SAN ANSELMO

RESOLUTION NO. 4220

A RESOLUTION REVISING RESOLUTION #4183 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JANUARY 1, 2018

WHEREAS, the Town employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term "part time capacity" identifies individuals who are typically employed with the Town on an hourly basis for an annual average of less than twenty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by department managers;

NOW THEREFORE, BE IT HEREBY RESOLVED, that the following hourly pay rates are set:

January 1, 2018

Clerical Assistant:	\$11.69 – 18.13
Library Assistant (on-call):	\$21.94 – 26.68
Library Pages	\$11.00 – 12.46
Librarian (on-call):	\$28.21 – 38.37
Maintenance Worker:	\$20.80 – 24.96
Public Works Engineer:	\$46.97
Recreation Childcare Aide:	\$11.34 - \$16.67
Recreation Childcare Instructor:	\$17.76 - \$21.57

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an individual's knowledge and skills, prior work experience and job performance in the current position;
- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minutes break, an employee who works eight consecutive hours is entitled to a second paid 15 minutes break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Pursuant to State law, employees are entitled to accrue one hour of sick leave, paid at the employee's hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30

days within a year from the commencement of their employment, and are entitled to begin using accrued sick leave after 90 days of employment. Sick leave may be used in increments of 2 hours or greater. Use of sick leave is limited to 3 work days, or 24 hours, in a calendar year.

- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation leave or floating holidays;
- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long-term disability;
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 9th day of January 2018 by the following vote, to wit:

AYES: Wright, Brown, Greene, Coleman, Colbert

NOES: None

ABSENT: None

ABSTAIN: None



John Wright, Mayor

ATTEST:



Carla Kacmar, Town Clerk