

RESOLUTION NO.97 - 72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
AMENDING THE CLASSIFICATION & COMPENSATION PLAN
FOR PART TIME WORKERS

WHEREAS, the Paso Robles Municipal Code Section 2.40.030(c) provides that appointive officers and employees shall receive such compensation as may be fixed by resolution of the City Council; and

WHEREAS, Resolution 92-20 did establish and set forth wage rates for Part Time Workers; and


WHEREAS, the Part Time Worker Classification and Compensation Plan has not been revised for over five years; and

WHEREAS, the City endeavors to properly organize its work, effectively deploy its workforce, and fairly compensate City workers,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Paso de Robles that the Part Time Workers Classification and Compensation Plan is hereby amended as provided at Exhibits A & B, attached hereto and included herein by reference, effective July 1, 1997.

PASSED AND ADOPTED this 20th day of May, 1997, by the following vote:

| | |
|---------|---|
| AYES: | Baron, Iversen, Macklin, Swanson, & Picanco |
| NOES: | None |
| ABSENT: | None |


Duane J. Picanco, Mayor

ATTEST:


Madelyn Paasch, City Clerk

STAFF ASSISTANT SERIES

Staff Assistant Aide, I, II, III, IV

DEFINITION

A classification series for part-time positions which provide clerical, program, and/or maintenance support to, and/or coordinate program activities for, an organizational unit. Generally assignments may include customer service/marketing, information coordination/retrieval, cashiering, data entry/word processing, maintenance, and/or program specific duties.

CLASSIFICATION CHARACTERISTICS

This classification series, to which only part-time positions are allocated, is distinguished from classifications utilized for regular administrative, maintenance, and program positions, in that the scope of assigned duties is generally less varied and/or comprehensive.

- Staff Aide** A basic level class which is responsible for a variety of routine functions under very close/instructional supervision.
- Staff Assistant I** A general support level class which performs a variety of routine clerical/program/maintenance/functions under immediate supervision. Generally incumbents serve to support higher level Staff Assistants and/or other higher level personnel. Positions in this class perform duties which are routine and repetitive in nature, some may require specialized training. Typically activities may include computer processing, maintenance, filing, assisting with program activities, assisting public in crossing streets, lifeguarding.
- Staff Assistant II** A journey level position distinguished from Staff Assistant I by the assignment of a wide variety of clerical/program/maintenance activities. Under general supervision incumbents perform a range of support duties, which may require specialized certification. Typically activities may include performing a variety of clerical duties, overseeing day-to-day program maintenance, overseeing facility use, instructing in water safety; may coach personnel in the Staff Assistant I class.
- Staff Assistant III** A lead and/or advanced journey level class distinguished from Staff Assistant II by diverse administrative, program, technical, or maintenance support activities. Work requires independent judgment, generally serving to relieve and augment higher level personnel or serving as lead worker, and/or provide specialized staff support services at a skilled administrative/technical support level. Incumbents typically review and recommend processes and procedures pertinent to immediate work assignment, may oversee lower level Staff Assistant classifications, and take responsibility for specific support activities of a unit on a day-to-day basis. Depending on field of study, class may serve for internship purposes for accredited college/university credit/certification.
- Staff Assistant IV** A coordinator level class distinguished from Staff Assistant III by quasi-professional program support responsibilities. Generally incumbent serves to coordinate specialized functions/programs. Typically incumbents carry out and/or coordinate assigned program activities with only general direction concerning assignments, major features, and program/policy parameters. Incumbents refine assignment specifics, identify approaches from a range of alternatives, identify and assemble required resources, conduct cost benefit analysis, and prepare budgets. Incumbents may oversee day-to-day operations of programs. Depending on field of study, class may serve for graduate internship purposes for accredited graduate level college/university credit/certification.

KNOWLEDGE AND ABILITIES (appropriate to assignment)

Requirements are provided as examples only; select position and/or assignment may require additional and/or select knowledge, skills, abilities, education, experience, and/or certificates.

- Knowledge of:**
- * Office/administrative practices including record keeping, filing, operation of basic equipment used in assignment;
 - * Business math, proper English usage;
- Staff Assistant I**
- * Policies and procedures of City and assigned unit;
 - * Techniques, materials, equipment, and supplies used in program area;
 - * Rules/laws/codes of safe practices governing program specialty area;
 - * Safe work practices and regulations;
- Staff Assistant II**
- * Operation of all equipment used in specialty area;
 - * Principles and practices relating to specialty area, i.e., instruction techniques in water safety and children's programs;
- Staff Assistant III**
- * Principles of supervision, training, and performance evaluation;
 - * Methods of report writing;
 - * Applicable federal, state, and local laws, rules, and regulations pertaining to specialty area;
 - * Budgetary practices;
- Staff Assistant IV**
- * Techniques of program coordination and operation.

Ability to:

- * Understand and follow oral and written instructions;
- * Communicate effectively verbally and in writing;
- * Establish and maintain effective and cooperative working/customer relationships;
- * Learn to perform support work accurately;

Staff Assistant I

- * Perform detailed office/program/maintenance support work accurately, independently, and against deadlines;
- * Organize and maintain resource materials/records, and make calculations;

Staff Assistant II

- * Prioritize work and handle a variety of, and several, activities simultaneously;
- * Compose correspondence, reports, forms, etc., from brief instructions;
- * Oversee groups of program/facility users;
- * Maintain facilities, furniture settings in specialty area;
- * Use initiative within established guidelines;

Staff Assistant III

- * Supervise, train, and evaluate assigned staff;
- * Properly interpret, and make recommendations in accordance with laws, regulations, and policies;
- * Regularly exercise independent judgment in fulfilling responsibilities;

Staff Assistant IV

- * Analyze, recommend, and implement program alternatives/components;
- * Coordinate program activities/components.

EDUCATION AND EXPERIENCE (minimum requirements)**Education****Staff Aide****Staff Assistant I**

Currently enrolled in a post elementary education program leading to High School equivalency

Staff Assistant II & III

Equivalent to graduation from High School

Staff Assistant IV

Equivalent to graduation from a State Board of Education approved and/or accredited two year college

Experience**Staff Aide****Staff Assistant I**

Previous work or volunteer experience

Staff Assistant II

One (1) year previous work experience in area of specialty, or an intern in an accredited college/university undergraduate program

Staff Assistant III

Two (2) years general work experience in area of specialty, or one (1) year (season) equivalent to Staff Assistant II, or an intern in an accredited college/university graduate school program

Staff Assistant IV

Two (2) years responsible local governmental quasi-professional/administrative experience, or four (4) years (season) equivalent to Staff Assistant III

Special Requirements

Certifications are required for selected assignments, i.e., Lifeguard, Water Safety Instructor, Child Care licensing, Library credential

Staff Assistant I, II, III, & IV may be required to have a valid appropriate class California Motor Vehicles Operator's license

Other

For certain maintenance/facility assignments, must possess sufficient strength to lift objects weighing up to ninety (90) pounds, perform sustained physical labor, and work outdoors in a variety of weather conditions

PART TIME STAFF

EXHIBIT B

| Classification and Pay |

| <u>CURRENT CLASS</u> | <u>WAGE RATE</u> | <u>NEW CLASS</u> | <u>NEW WAGE RATE</u> | | | | |
|-------------------------|------------------|---------------------|----------------------|---------------|---------------|---------------|--------|
| | | | <u>STEP 1</u> | <u>STEP 2</u> | <u>STEP 3</u> | <u>STEP 4</u> | |
| Library Coordinator | \$ 12.03 | | | | | | |
| Pool Manager | \$ 9.50 | Staff Assistant IV | \$ 11.50 | \$ 12.00 | \$ 12.50 | \$ 13.00 | Jul-98 |
| Recreation Coordinator | \$ 12.03 | | \$ 11.25 | \$ 11.75 | \$ 12.25 | \$ 12.75 | Jul-97 |
| Assistant Pool Manager | \$ 8.00 | | | | | | |
| Library Assistant | \$ 10.99 | Staff Assistant III | \$ 10.00 | \$ 10.50 | \$ 11.00 | \$ 11.50 | Jul-98 |
| Secretary | \$ 10.99 | | \$ 9.75 | \$ 10.25 | \$ 10.75 | \$ 11.25 | Jul-97 |
| Maintenance Worker I | \$ 9.33 | | | | | | |
| Office Clerk | \$ 9.33 | | | | | | |
| Police Cadet | \$ 7.15 | Staff Assistant II | \$ 8.00 | \$ 8.50 | \$ 9.00 | \$ 9.50 | Jul-98 |
| Recreation Leader II | \$ 7.15 | | \$ 7.75 | \$ 8.25 | \$ 8.75 | \$ 9.25 | Jul-97 |
| Water Safety Instructor | \$ 7.15 | | | | | | |
| Water Services Worker | \$ 7.15 | | | | | | |
| Lifeguard | \$ 6.55 | | | | | | |
| Recreation Leader I | \$ 6.55 | Staff Assistant I | \$ 6.50 | \$ 7.00 | \$ 7.50 | \$ 8.00 | Jul-98 |
| School Crossing Guard | \$ 6.55 | | \$ 6.25 | \$ 6.75 | \$ 7.25 | \$ 7.75 | Jul-97 |
| Library Aide | \$ 5.75 | Staff Aide | \$ 5.50 | \$ 6.00 | \$ 6.50 | \$ 7.00 | Jul-98 |
| Recreation Aide | \$ 5.75 | | \$ 5.25 | \$ 5.75 | \$ 6.25 | \$ 6.75 | Jul-97 |

Continuously employed, year-round staff may become eligible to progress to the next step/rate upon successful completion of a 12 month probationary period, and/or each 12 months continuous service, if overall annual performance is rated "above expectations" or higher. Performance must be maintained at "above expectations" level to retain a step 3 or 4 pay rate.

Seasonal/temporary staff may become eligible to progress to the next step (maximum Step 3) upon completion of a total of 12 months service, and each subsequent 12 months accumulated service, and a cumulative overall performance rating of "above expectations" or better.

May 1997