

RESOLUTION NO. 09/2019

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA REVISING THE SALARY SCHEDULE FOR DIRECTOR OF FINANCE/
TOWN TREASURER, TOWN CLERK/ ASSISTANT TO THE TOWN MANAGER,
FINANCIAL ANALYST I, FINANCIAL ANALYST II, AND ADMINISTRATIVE
ANALYST**

WHEREAS, the Town of Corte Madera has assumed responsibility for the Central Marin Fire Authority financial reporting systems, including budgeting, financial software management, audit management, payroll, retirement reporting and accounts payable; and

WHEREAS, the Town of Corte Madera has also assumed responsibility for Fire Council Clerk duties, as well as all administrative duties related to Central Marin Fire Authority; and

WHEREAS, five Town employees have assumed additional significant job duties and responsibilities as a result of the Town assuming responsibility for Central Marin Fire Authority's finance and administrative functions; and

WHEREAS, the changes in job duties are reflected in the revised salaries on the attached salary schedules.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Corte Madera, that the Town Council does hereby approve and accept the modifications to the schedules attached to this Resolution.


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and regularly adopted by the Town of Corte Madera of Marin County at a regular meeting thereof held on March 19, 2019, to wit:

AYES: COUNCILMEMBERS Andrews, Bailey, Beckman, Kunhardt, Ravasio
NOES: COUNCILMEMBERS - None -
ABSENT: COUNCILMEMBERS - None -
ABSTAIN: COUNCILMEMBERS - None -



Robert Ravasio, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

Attachment A
Compensation Schedules A, B and C – Department Head Employees

COMPENSATION SCHEDULE A - DEPARTMENT HEAD EMPLOYEES
Salary Range Effective March 25, 2019

Position	Range	Steps						
			Min	2	Midpoint	4	Max	
Director of Public Works								
(Manager of Sanitary District 2; Field Maintenance and Engineering)	21DA	monthly	12,556	13,184	13,843	14,535	15,263	
		hourly	72.44	76.06	79.87	83.86	88.05	
Director of Finance/Town Treasurer*	20DA	monthly	13,080	13,734	14,421	15,142	15,899	
		hourly	75.46	79.24	83.20	87.36	91.73	
Director of Planning & Building	20D	monthly	12,457	13,080	13,734	14,421	15,142	
		hourly	71.87	75.46	79.24	83.20	87.36	
Director of Recreation & Leisure Services	14D	monthly	9,316	9,783	10,272	10,786	11,326	
		hourly	53.75	56.44	59.26	62.23	65.34	

All positions listed on this salary schedule receive \$432 per month automobile allowance in addition to the salaries listed above.

* Effective March 25, 2019, Director of Finance/Town Treasurer will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for finance duties for the Central Marin Fire Authority. These duties include budget development and monitoring, general ledger reconciliation, cash management, and oversight of payroll, benefit administration, retirement reporting, and accounts payable. Central Marin Fire Authority will pay the Town for these services. The 5% pay increase will remain in effect as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE B - DEPARTMENT HEAD EMPLOYEES
Salary Range Effective July 1, 2019

Position	Range		Steps					
			Min	2	Midpoint	4	Max	
Director of Public Works								
(Manager of Sanitary District 2; Field Maintenance and Engineering)	21DA	monthly	12,932	13,580	14,258	14,971	15,720	
		hourly	74.61	78.34	82.26	86.38	90.70	
Director of Finance/Town Treasurer	20DA	monthly	13,472	14,146	14,854	15,596	16,376	
		hourly	77.72	81.61	85.70	89.98	94.48	
Director of Planning & Building	20D	monthly	12,831	13,472	14,146	14,854	15,596	
		hourly	74.02	77.73	81.61	85.70	89.98	
Director of Recreation & Leisure Services	14D	monthly	9,596	10,076	10,580	11,110	11,666	
		hourly	55.36	58.13	61.04	64.10	67.30	

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COMPENSATION SCHEDULE C- DEPARTMENT HEAD EMPLOYEES
Salary Range Effective July 6, 2020

Position	Range	Steps	Steps					
			Min	2	Midpoint	4	Max	
Director of Public Works								
(Manager of Sanitary District 2; Field Maintenance and Engineering)	21DA	monthly	13,191	13,851	14,544	15,271	16,035	
		hourly	76.10	79.91	83.91	88.10	92.51	
Director of Finance/Town Treasurer	20DA	monthly	13,741	14,429	15,151	15,908	16,703	
		hourly	79.28	83.25	87.41	91.78	96.37	
Director of Planning & Building	20D	monthly	13,087	13,742	14,429	15,151	15,908	
		hourly	75.50	79.28	83.25	87.41	91.78	
Director of Recreation & Leisure Service	14D	monthly	9,788	10,278	10,792	11,332	11,899	
		hourly	56.47	59.30	62.26	65.38	68.65	

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Attachment B
**Compensation Schedules A, B and C – Confidential, Professional/
Technical, and Mid Management Employees**

COMPENSATION SCHEDULE A - CONFIDENTIAL
EMPLOYEES

Salary Range Effective March 25, 2019

Position	Range	Steps	Steps				
			Min	2	Midpoint	4	Max
Financial Analyst II*	9A	monthly	7,230	7,591	7,971	8,369	8,788
		hourly	41.71	43.80	45.99	48.29	50.70
Financial Analyst I*	7A	monthly	6,209	6,519	6,845	7,187	7,547
		hourly	35.82	37.61	39.49	41.47	43.54
Administrative Assistant	7	monthly	5,820	6,112	6,418	6,739	7,077
		hourly	33.58	35.26	37.03	38.88	40.83
Administrative Services/ Accounting Technician II	6	monthly	5,378	5,647	5,929	6,225	6,537
		hourly	31.03	32.58	34.21	35.92	37.71
Administrative Services/ Accounting Technician I	5	monthly	4,929	5,175	5,434	5,705	5,991
		hourly	28.43	29.86	31.35	32.92	34.56

Salary Range Effective July 1, 2019

Financial Analyst II*	9A	monthly	7,447	7,819	8,210	8,621	9,052
		hourly	42.96	45.11	47.37	49.73	52.22
Financial Analyst I*	7A	monthly	6,395	6,715	7,050	7,403	7,773
		hourly	36.89	38.74	40.68	42.71	44.85
Administrative Assistant	7	monthly	5,995	6,294	6,609	6,939	7,286
		hourly	34.58	36.31	38.13	40.04	42.04
Administrative Services/ Accounting Technician II	6	monthly	5,539	5,816	6,107	6,412	6,733
		hourly	31.96	33.55	35.23	36.99	38.84
Administrative Services/ Accounting Technician I	5	monthly	5,076	5,330	5,597	5,877	6,170
		hourly	29.29	30.75	32.29	33.90	35.60

Salary Range Effective July 6, 2020

Financial Analyst II*	9A	monthly	7,596	7,975	8,374	8,793	9,233
		hourly	43.82	46.01	48.31	50.73	53.27
Financial Analyst I*	7A	monthly	6,523	6,849	7,191	7,551	7,929
		hourly	37.63	39.51	41.49	43.56	45.74
Administrative Assistant	7	monthly	6,114	6,420	6,741	7,078	7,432
		hourly	35.28	37.04	38.89	40.84	42.88
Administrative Services/ Accounting Technician II	6	monthly	5,650	5,932	6,229	6,540	6,867
		hourly	32.60	34.23	35.94	37.73	39.62
Administrative Services/ Accounting Technician I	5	monthly	5,178	5,437	5,709	5,994	6,294
		hourly	29.87	31.37	32.94	34.58	36.31

* Effective March 25, 2019, Financial Analyst I and Financial Analyst II positions will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for finance duties for the Central Marin Fire Authority. These duties include payroll, benefit administration, retirement reporting, accounts payable and record keeping. Central Marin Fire Authority will pay the Town for these services. The additional 5% is included in the salary above and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE B - PROFESSIONAL /
TECHNICAL EMPLOYEES

Salary Range Effective March 25, 2019

Position	Range	Steps	Min	2	Midpoint	4	Max
Administrative Analyst - A	monthly		5,966	6,264	6,578	6,906	7,252
	hourly		34.42	36.14	37.95	39.85	41.84
Administrative Analyst - B	monthly		6,264	6,578	6,906	7,252	7,614
	hourly		36.14	37.95	39.85	41.84	43.93
Permit Technician	monthly		5,820	6,110	6,416	6,737	7,074
	hourly		33.57	35.25	37.02	38.87	40.81
Customer Service Representative	monthly		4,929	5,175	5,434	5,705	5,991
	hourly		28.43	29.86	31.35	32.92	34.56

Salary Range Effective July 1, 2019

Administrative Analyst - A	monthly		6,145	6,452	6,775	7,114	7,469
	hourly		35.45	37.23	39.09	41.04	43.09
Administrative Analyst - B	monthly		6,452	6,775	7,114	7,469	7,843
	hourly		37.23	39.09	41.04	43.09	45.25
Permit Technician	monthly		5,994	6,294	6,608	6,939	7,286
	hourly		34.58	36.31	38.13	40.03	42.03
Customer Service Representative	monthly		5,076	5,330	5,597	5,877	6,170
	hourly		29.29	30.75	32.29	33.90	35.60

Salary Range Effective July 6, 2020

Administrative Analyst - A	monthly		6,329	6,646	6,978	7,327	7,693
	hourly		36.52	38.34	40.26	42.27	44.39
Administrative Analyst - B	monthly		6,581	6,910	7,256	7,618	7,999
	hourly		37.97	39.87	41.86	43.95	46.15
Permit Technician	monthly		6,114	6,420	6,741	7,078	7,432
	hourly		35.27	37.04	38.89	40.83	42.88
Customer Service Representative	monthly		5,178	5,437	5,709	5,994	6,294
	hourly		29.87	31.37	32.94	34.58	36.31

* Effective March 25, 2019, Administrative Analyst B will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for administrative duties for the Central Marin Fire Authority. Central Marin Fire Authority will pay the Town for these services. The additional 5% is included in the salary above and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE C - MID-MANAGEMENT
EMPLOYEES

Salary Range Effective March 25, 2019

Position	Range	Steps	Steps				
			Min	2	Midpoint	4	Max
Senior Civil Engineer	16	monthly	9,800	10,290	10,805	11,345	11,913
		hourly	56.54	59.37	62.34	65.45	68.73
Building Official	15A	monthly	9,540	10,017	10,518	11,044	11,596
		hourly	55.04	57.79	60.68	63.71	66.90
Superintendent of Public Works	14	monthly	8,916	9,361	9,830	10,321	10,837
		hourly	51.44	54.01	56.71	59.55	62.52
Senior Planner	12	monthly	8,030	8,431	8,853	9,296	9,760
		hourly	46.33	48.64	51.08	53.63	56.31
Town Clerk /Assistant to Town Manager*	12	monthly	8,431	8,853	9,296	9,760	10,248
		hourly	48.64	51.08	53.63	56.31	59.13
Assistant Superintendent of Public Works	11	monthly	7,585	7,964	8,362	8,780	9,220
		hourly	43.76	45.95	48.25	50.66	53.19
Associate Civil Engineer	11	monthly	7,585	7,964	8,362	8,780	9,220
		hourly	43.76	45.95	48.25	50.66	53.19
Associate Planner	9A	monthly	6,886	7,230	7,591	7,971	8,369
		hourly	39.73	41.71	43.80	45.99	48.29
Recreation Supervisor	8	monthly	6,260	6,573	6,902	7,247	7,609
		hourly	36.12	37.92	39.82	41.81	43.90
Assistant Planner	8	monthly	6,260	6,573	6,902	7,247	7,609
		hourly	36.12	37.92	39.82	41.81	43.90

* Effective March 25, 2019, The Town Clerk/Assistant to the Town Manager will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for Clerk duties for the Central Marin Fire Authority. Central Marin Fire Authority will pay the Town for these services. The additional 5% is included in the salary above and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE C - MID-MANAGEMENT
EMPLOYEES

Salary Range Effective July 1, 2019

Position	Range	Steps	Steps				Max
			Min	2	Midpoint	4	
Senior Civil Engineer	16	monthly	10,094	10,599	11,129	11,685	12,269
		hourly	58.24	61.15	64.20	67.42	70.79
Building Official	15A	monthly	9,826	10,317	10,833	11,375	11,944
		hourly	56.69	59.52	62.50	65.63	68.91
Superintendent of Public Works	14	monthly	9,183	9,642	10,124	10,631	11,162
		hourly	52.98	55.63	58.41	61.33	64.40
Senior Planner	12	monthly	8,271	8,684	9,119	9,574	10,053
		hourly	47.72	50.10	52.61	55.24	58.00
Town Clerk/Assistant to Town Manager*	12	monthly	8,684	9,119	9,574	10,053	10,556
		hourly	50.10	52.61	55.24	58.00	60.90
Assistant Superintendent of Public Works	11	monthly	7,812	8,203	8,613	9,044	9,496
		hourly	45.07	47.33	49.69	52.18	54.79
Associate Civil Engineer	11	monthly	7,812	8,203	8,613	9,044	9,496
		hourly	45.07	47.33	49.69	52.18	54.79
Associate Planner	9A	monthly	7,092	7,447	7,819	8,210	8,621
		hourly	40.92	42.96	45.11	47.37	49.73
Recreation Supervisor	8	monthly	6,448	6,771	7,109	7,465	7,838
		hourly	37.20	39.06	41.01	43.07	45.22
Assistant Planner	8	monthly	6,448	6,771	7,109	7,465	7,838
		hourly	37.20	39.06	41.01	43.07	45.22

* Effective March 25, 2019, The Town Clerk/Assistant to the Town Manager will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for Clerk duties for the Central Marin Fire Authority. Central Marin Fire Authority will pay the Town for these services. The additional 5% is included in the salary above and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE C - MID-MANAGEMENT
EMPLOYEES

Salary Range Effective July 6, 2020

Position	Range	Steps	Steps				
			Min	2	Midpoint	4	Max
Senior Civil Engineer	16	monthly	10,296	10,811	11,351	11,919	12,515
		hourly	59.40	62.37	65.49	68.76	72.20
Building Official	15A	monthly	10,023	10,524	11,050	11,602	12,183
		hourly	57.82	60.71	63.75	66.94	70.29
Superintendent of Public Works	14	monthly	9,367	9,835	10,327	10,843	11,385
		hourly	54.04	56.74	59.58	62.56	65.69
Senior Planner	12	monthly	8,436	8,858	9,301	9,766	10,254
		hourly	48.67	51.10	53.66	56.34	59.16
Town Clerk/Assistant to Town Manager*	12	monthly	8,858	9,301	9,766	10,254	10,767
		hourly	51.10	53.66	56.34	59.16	62.12
Assistant Superintendent of Public Works	11	monthly	7,969	8,367	8,786	9,225	9,686
		hourly	45.97	48.27	50.69	53.22	55.88
Associate Civil Engineer	11	monthly	7,969	8,367	8,786	9,225	9,686
		hourly	45.97	48.27	50.69	53.22	55.88
Associate Planner	9A	monthly	7,234	7,596	7,975	8,374	8,793
		hourly	41.74	43.82	46.01	48.31	50.73
Recreation Supervisor	8	monthly	6,577	6,906	7,251	7,614	7,995
		hourly	37.95	39.84	41.84	43.93	46.12
Assistant Planner	8	monthly	6,577	6,906	7,251	7,614	7,995
		hourly	37.95	39.84	41.84	43.93	46.12

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