

Detail of Positions and Salaries – and – Explanation of Recommended Changes in Personnel

SUPPLEMENTS TO THE 2003-04 PROPOSED BUDGET



*Protecting
our Neighborhoods*

PROPOSED DETAIL OF POSITIONS AND SALARIES

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**2003-04 PROPOSED BUDGET
RECAPITULATION OF PERSONNEL AUTHORITY**

2002-03

Proposed 2003-04

<u>Budgetary Departments</u>	<u>Total</u>	<u>Regular</u>	<u>Citizen Board Members</u>	<u>Total Regular and Citizen Board Members</u>	<u>As Needed</u>
Aging	48	48	--	48	a
Animal Services	308.5	298.5	5	303.5	a
Building and Safety	859	838	10	848	18
City Administrative Officer	122	130	--	130	a
City Attorney	839	818	--	818	--
City Clerk	140	138	--	138	a
Commission for Children, Youth and Their Families	42	22	15	37	a
Commission on the Status of Women	15	8	7	15	--
Community Development	281	273	--	273	a
Controller	183	184	--	184	--
Convention Center	208	192	5	197	a
Council	108	108	--	108	a
Cultural Affairs	96.5	81.5	12	93.5	a
Department on Disability	26	17	9	26	--
Emergency Preparedness	14	14	--	14	--
Employee Relations Board	8	3	5	8	--
Environmental Affairs	43	37	5	42	--
Ethics Commission	29	26	5	31	--
Finance	360	339	--	339	--
Fire	3,680	3,704	5	3,709	--
General Services	1,861	1,871	--	1,871	a, b
Housing Department	379	394	14	408	a
Human Relations Commission	26	13	11	24	a
Information Technology Agency	825	759	5	764	a
Mayor	74	74	--	74	a
Neighborhood Empowerment	52	65	7	72	--
Personnel	404.5	389	5	394	a
Planning	323	274	49	323	--
Police	13,799	13,880	12c	13,892	a

2002-03

Proposed 2003-04

	<u>Total</u>	<u>Regular</u>	<u>Citizen Board Members</u>	<u>Total Regular and Citizen Board Members</u>	<u>As Needed</u>
<u>Budgetary Departments</u>					
Public Works					
Board Office	59	59	--	59	--
Contract Administration	356	340	--	340	--
Engineering	972	969	--	969	--
Financial Management and Personnel Services	107	109	--	109	--
Sanitation	2,652	2,694	--	2,694	d
Street Lighting	217.5	223.5	--	223.5	--
Street Services	1,318	1,318	--	1,318	a
Transportation	1,527	1,512	12	1,524	a
Treasurer	--	39	--	39	--
Zoo	241	268	5	273	a, e
Subtotal Budgetary Departments	<u>32,603</u>	<u>32,529.5</u>	<u>203</u>	<u>32,732.5</u>	<u>18</u>
<u>Other</u>					
El Pueblo	53	49	9	58	a
Library	1,183.5	1,185.5	5	1,190.5	a
Recreation and Parks	<u>2,037</u>	<u>1,999</u>	<u>5</u>	<u>2,004</u>	<u>f</u>
Subtotal – Other	<u>3,273.5</u>	<u>3,233.5</u>	<u>19</u>	<u>3,252.5</u>	
Total	<u>35,876.5</u>	<u>35,763</u>	<u>222</u>	<u>35,985</u>	<u>18</u>
<u>Non-Budgetary Departments</u>					
Airports	2,870	2,863*	7*	2,870*	--
City Employees' Retirement System	126	119	7	126	--
Harbor	740.1	717.6	5	722.6	--
Pensions	90	88	9	97	6
Water and Power	<u>8,592</u>	<u>8,587</u>	<u>5</u>	<u>8,592</u>	<u>--</u>
Total Non-Budgetary	<u>12,418.1</u>	<u>12,374.6</u>	<u>33</u>	<u>12,407.6</u>	<u>6</u>

*Reflects 2002-03 Adopted Budget; 2003-04 Proposed Budget not available by press time.

FOOTNOTES:

- a) Authority is provided and controlled by appropriations rather than by number of positions. Refer to individual department/bureau sections in this document for specific listings of as-needed position classifications.
- b) Not included in the General Services Department are 41 positions for Printing and Duplicating Services that are funded through a revolving fund rather than direct appropriation.
- c) Includes five Social Service Commission members.
- d) Not included in the Bureau of Sanitation are 243 seasonal positions.
- e) Part-time positions.
- f) Part-time positions (2,444,610 hours).

NEW DEPARTMENT

Included in this document is the restoration of the Office of the Treasurer. Under the revised City Charter, which became effective July 1, 2000, the Treasury function was consolidated into the newly created Office of Finance. The proposed budget for 2003-04 includes the separation and restoration of this function into its own department.

POSITIONS AND SALARIES

Authority to employ personnel that are listed for each department, office, or bureau is limited by the number of authorities provided, money available for the payment of salaries and by all applicable salary and personnel provisions of codes, ordinances and resolutions as adopted.

Salary information to the left under the column heading "2003-04 Salary Range and Annual Salary" shows the salary range number. The salary range number represents the hourly rate for the first salary step (e.g., 1425 = \$14.25). The annual salary amount is shown on the right for funded positions. It represents the salary for the range from Step 1 through Step 5, except that salaries for classes with salary range notes of (2) through (5) show the starting salary at the appropriate step of the range and flat-rated classes have their annual salary shown. All salary figures reflect 2003-04 salaries (effective July 1, 2003) unless otherwise noted. Police Officer, Firefighter and Attorney salaries show the annual salary spread for the class. Salary amounts in parentheses have been rounded to the nearest dollar. These salaries do not show range numbers because they are structured into salary schedules that are different than the salary range structure of civilian employees.

Salary notes are appended to class codes and salary ranges in accordance with the salary provision of the Los Angeles Administrative Code, Memoranda of Understanding and departmental personnel ordinances. Other salary provisions may be found in the various Memoranda of Understanding. The meaning of the following notes is as follows:

Note "H": A person employed in this class when required to perform "hazardous" duties more than 50 percent of his or her time in any one day shall receive, for each such day, salary at the second premium level rate above the appropriate step rate of the salary range prescribed for this class. A person in a class for which the salary is fixed at a flat biweekly rate shall receive the "hazardous" rate by adding to the regular salary rate an amount equal to five and one-half percent.

Note "K": A person employed in this class when regularly assigned by the administrative head of his or her department to perform duties under obnoxious working conditions or when required to perform such duties more than 50 percent of his or her time in any one day shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for this class, for the number of days in each payroll period that the employee is so assigned. A person in a class for

which the salary is fixed at a flat monthly rate shall receive the "obnoxious" rate by adding to the regular salary rate an amount equal to five and one-half percent.

Note "N": A person employed in this class when required to work more than 50 percent of his or her time, on any one day between the hours of 5:00 p.m. and 8:00 a.m., shall receive for each such day worked, salary at the second premium level rate above the appropriate step of the salary range prescribed for this class (five and one-half percent).

Note "Y": A person employed in this position will be compensated at a special rate higher than regularly established for the class.

Note "2": A person entering into employment in this class shall be compensated at the second step of the salary range.

Note "3": A person entering into employment in this class shall be compensated at the third step of the salary range.

Note "4": A person entering into employment in this class shall be compensated at the fourth step of the salary range.

Note "5": A person entering into employment in this class shall be compensated at the fifth step of the salary range.

ALTERNATE PAY GRADES: When employees within civil service classifications receive compensation at several different levels because of the existence of pay grades within their classification, or because of the existence of different education and training requirement levels within their sub-professional training classification, or because they perform work connected with the collection and disposal of refuse or the servicing of refuse equipment, such alternate pay rates are specified by the addition of the following designations at the end of the four digit classification code:

(1) Employee is assigned to pay grade I within a classification, or has met the education or training requirements specified for the first pay rate above the basic pay rate in a sub-professional training classification:

Note "F": Employee who is assigned to pay grade I within a classification, and who is regularly assigned to work on vehicles of 7,000 pounds gross vehicle weight or which carry a payload of 1 ½ tons or larger or police emergency motorcycles.

Note "G": Employee who is assigned to pay grade I within a classification, and who is regularly assigned to duties consisting of loading, unloading, handling or collecting household refuse or dead animals; or is regularly assigned to perform duties consisting of operating equipment at refuse disposal sites or engaging in refuse disposal site maintenance activities; or is regularly assigned to perform

duties consisting of cleaning, servicing or repairing vehicles, containers or equipment used for loading, unloading, collection or hauling dead animals, or household refuse or when performing duties consisting of repairing or servicing construction equipment used on a refuse disposal site.

(2) Employee is assigned to pay grade II within a classification, or has met the education or training requirements specified for the first pay rate above the basic rate in a sub-professional training classification:

Note "L": Employee who is assigned to pay grade II within a classification, and who is regularly assigned to duties described in Note F for pay grade I.

Note "M": Employee who is assigned to pay grade II within a classification, and who is regularly assigned to duties described in Note G for pay grade I.

(3) Employee is assigned to pay grade II within a classification, or has met the education or training requirements specified for the second pay rate above the basic pay rate in a sub-professional training classification:

Note "S": Employee who is assigned to pay grade III within a classification, and who is regularly assigned duties described in Note F for pay grade I.

Note "T": Employee who is assigned to pay grade III within a classification, and who is regularly assigned duties described in Note G for pay grade I.

(4) Employee is assigned to pay grade IV within a classification, or has met the education and training requirements specified for the third pay rate above the basic pay rate in a sub-professional training classification:

Note "W": Employee who is assigned to pay grade IV within a classification, and who is regularly assigned duties described in Note F for pay grade I.

Note "X": Employee who is assigned to pay grade IV within a classification, and who is regularly assigned duties described in Note G for pay grade I.

(5) Employee who is regularly assigned to work on vehicles of 7,000 pounds gross vehicle weight or which carry a payload of 1 ½ tons or larger or police emergency motorcycles; or employee is assigned to pay grade V within a classification, or has met the education or training requirements specified for the first pay rate above the basic pay rate in a sub-professional training classification.

(6) Employee is regularly assigned to duties described in Note G for pay grade I.

DEPARTMENT PERSONEL AUTHORITY

In many departments, in order to maintain the average level of employment contemplated by the Budget, it will be necessary to authorize the use of substitute positions some time during the year. As part of the effort to streamline the production of the Budget without sacrificing budgetary control, the list of substitute positions is being eliminated from department/bureau budgets in the 2003-04 Proposed Budget. Approval from the City Administrative Officer for the use of substitute positions in Council-controlled departments will continue to be required, however, use of any classification specified in Schedule "A" of the Los Angeles Administrative Code or approved Memoranda of Understanding may be requested. Departmental Personnel Ordinances will be modified accordingly.

Departments routinely submit their annual work programs in July, and personnel authorization reports for each of the 13 periods to the City Administrative Officer to show the average level of employment and utilization of personnel which is contemplated with the budgeted funds. New positions normally are financed for only part of the year in accordance with a realistic recruiting program.

The General Fund appropriation to the Department of Recreation and Parks is expressly conditioned on the requirement that all new positions proposed to be created by the Board of Recreation and Park Commissioners by any means (order, resolution, substitute, or upgrade) during the fiscal year must be submitted to the City Administrative Officer for review and approval prior to Board action to insure that funds appropriated are utilized as intended by the Mayor and Council.



2003-04

Budgetary Departments

AGING

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
1	1116	Secretary	1940	(40,507- 50,320)
1	1117-2	Executive Secretary II	2337	(48,796- 60,614)
1	1141	Clerk	1390	(29,023- 36,059)
1	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
2	1358	Clerk Typist	1449	(30,255- 37,584)
3	1368	Senior Clerk Typist	1786	(37,291- 46,332)
2	1513-1	Accountant I	1731	(36,143- 44,933)****
2	1513-2	Accountant II	1877	(39,191- 48,713)****
1	1517	Auditor	2054	(42,887- 53,306)****
1	1518	Senior Auditor	2438	(50,905- 63,266)****
1	1523-2	Senior Accountant II	2357	(49,214- 61,136)****
1	1525-2	Principal Accountant II	2860	(59,716- 74,186)****
3	1539	Management Assistant	1731	(36,143- 44,933)****
1	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
1	2323	Nutritionist	2392	(49,944- 62,055)
4	9171-1	Senior Management Analyst I	2881	(60,155- 74,750)****
1	9171-2	Senior Management Analyst II	3567	(74,478- 92,540)****
10	9184-1	Management Analyst I	2069	(43,200- 53,682)****
9	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9218	General Manager Department of Aging		(132,608)
1	9220	Assistant General Manager Department of Aging	4740	(98,971-122,962)
<hr/>				
48				
<u>To be Employed As Needed in Such Numbers as Required</u>				
	1358	Clerk Typist	1449	(30,255- 37,584)
	1502	Student Professional Worker	1037(5)	(26,893)
	1534	Program Aide Aging	1325	(27,666- 34,368)****
	Regular Positions			
Total	<u>48</u>			

ANIMAL SERVICES

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
5	0101-1	Commissioner	\$25.00/mtg	
1	1117-3	Executive Secretary III	2506	(52,325- 65,020)
1	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
39.5	1358	Clerk Typist	1449	(30,255- 37,584)
10	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1513-1	Accountant I	1731	(36,143- 44,933)****
1	1523-2	Senior Accountant II	2357	(49,214- 61,136)****
1	1539	Management Assistant	1731	(36,143- 44,933)****
1	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
2	1597-1	Senior Systems Analyst I	2879	(60,113- 74,687)****
1	1597-2	Senior Systems Analyst II	3571	(74,562- 92,623)****
1	1702-1	Emergency Preparedness Coordinator I	2879	(60,113- 74,687)****
1	1800-1	Public Information Director I	3341	(69,760- 86,672)
1	2360	Chief Veterinarian	3643	(76,065- 94,482)
6	2365	Veterinarian	2981(3)	(69,363- 77,318)
14	2369	Veterinary Assistant	1623	(33,888- 42,094)****
10	2369N	Veterinary Assistant	1623	(33,888- 42,094)****
57	4310	Animal Care Technician	1555	(32,468- 40,361)
28	4310N	Animal Care Technician	1555	(32,468- 40,361)
34	4311-1	Animal Control Officer I	1785	(37,270- 46,311)
6	4311-1N	Animal Control Officer I	1785	(37,270- 46,311)
29	4311-2	Animal Control Officer II	1884	(39,337- 48,880)
16	4311-2N	Animal Control Officer II	1884	(39,337- 48,880)
6	4313	Animal Care Technician Supervisor	1814	(37,876- 47,063)
5	4316-1	Senior Animal Control Officer I	2025	(42,282- 52,534)
2	4316-1N	Senior Animal Control Officer I	2025	(42,282- 52,534)
10	4316-2	Senior Animal Control Officer II	2232	(46,604- 57,879)
1	4316-2N	Senior Animal Control Officer II	2232	(46,604- 57,879)
1	4321	Director of Field Operations	3922	(81,891-101,748)
1	9167-2	Senior Personnel Analyst II	3944	(82,350-102,312)
1	9171-2	Senior Management Analyst II	3567	(74,478- 92,540)****
6	9184-1	Management Analyst I	2069	(43,200- 53,682)****
2	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9244	Assistant General Manager Animal Regulation	4740	(98,971-122,962)
1	9245	General Manager Department of Animal Regulation		(135,928)

303.5

ANIMAL SERVICES - 2

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>To be Employed As Needed in Such Numbers as Required</u>				
	0702	Relief Animal Regulation Worker	\$14.50/hr.	
	0703	Relief Animal Care Worker	\$15.55/hr.	
	1358	Clerk Typist	1449	(30,255- 37,584)
	4310	Animal Care Technician	1555	(32,468- 40,361)
	Regular Positions	Citizen Board Members	Total Regular Positions & Citizen Board Members	
Total	<u>298.5</u>	<u>5</u>	<u>303.5</u>	

BUILDING AND SAFETY

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
10	0101-2	Commissioner	\$50.00/mtg	
5	1116	Secretary	1940	(40,507- 50,320)
6	1117-2	Executive Secretary II	2337	(48,796- 60,614)
1	1117-3	Executive Secretary III	2506	(52,325- 65,020)
1	1119-1	Accounting Records Supervisor I	1924	(40,173- 49,903)****
1	1119-2	Accounting Records Supervisor II	2266	(47,314- 58,777)****
1	1129	Personnel Records Supervisor	2052	(42,845- 53,244)****
6	1201	Principal Clerk	1924	(40,173- 49,903)****
4	1223-1	Accounting Clerk I	1786	(37,291- 46,332)
15	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
2	1253	Chief Clerk	2297	(47,961- 59,591)****
7	1321	Clerk Stenographer	1560	(32,572- 40,465)
1	1323	Senior Clerk Stenographer	1786	(37,291- 46,332)
95	1358	Clerk Typist	1449	(30,255- 37,584)
35	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1470	Database Architect	3303	(68,966- 85,670)****
2	1513-1	Accountant I	1731	(36,143- 44,933)****
3	1513-2	Accountant II	1877	(39,191- 48,713)****
1	1523-2	Senior Accountant II	2357	(49,214- 61,136)****
1	1525-2	Principal Accountant II	2860	(59,716- 74,186)****
1	1593-2	Departmental Chief Accountant II	3733	(77,945- 96,841)
7	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
3	1597-1	Senior Systems Analyst I	2879	(60,113- 74,687)****
3	1597-2	Senior Systems Analyst II	3571	(74,562- 92,623)****
2	1599	Systems Aide	1731	(36,143- 44,933)****
1	1714-2	Departmental Personnel Officer II	4389	(91,642-113,858)
1	1793-2	Photographer II	2073	(43,284- 53,786)****
1	1832-1	Warehouse and Toolroom Worker I	1521	(31,758- 39,484)
1	1835-1	Storekeeper I	1742	(36,372- 45,184)
2	4205	Vehicle Nuisance Inspector	1757	(36,686- 45,560)
56	4211	Building Inspector	2581(3)	(60,071- 66,941)
44	4213	Senior Building Inspector	2863(3)	(66,648- 74,291)
6	4219-2	Assistant Deputy Superintendent of Building II	4740	(98,971-122,962)
18	4221	Electrical Inspector	2581(3)	(60,071- 66,941)
24	4223	Senior Electrical Inspector	2863(3)	(66,648- 74,291)
17	4226	Principal Inspector	3142	(65,604- 81,494)****
11	4231	Plumbing Inspector	2581(3)	(60,071- 66,941)
14	4233	Senior Plumbing Inspector	2863(3)	(66,648- 74,291)

BUILDING AND SAFETY - 2

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions (Continued)</u>				
4	4240	Fire Sprinkler Inspector	2581(3)	(60,071- 66,941)
2	4242	Senior Fire Sprinkler Inspector	2863(3)	(66,648- 74,291)
6	4245	Heating and Refrigeration Inspector	2581(3)	(60,071- 66,941)
7	4247	Senior Heating and Refrigeration Inspector	2863(3)	(66,648- 74,291)
158	4251	Building Mechanical Inspector	2581(3)	(60,071- 66,941)
37	4253	Senior Building Mechanical Inspector	2863(3)	(66,648- 74,291)
8	4254	Chief Inspector	4086	(85,315-106,007)
6	4261	Safety Engineer Pressure Vessels	2863(3)	(66,648- 74,291)
2	4262	Senior Safety Engineer Pressure Vessels	3194	(66,690- 82,851)
12	4263	Safety Engineer Elevators	2863(3)	(66,648- 74,291)
3	4264	Senior Safety Engineer Elevators	3194	(66,690- 82,851)
1	4265	Equipment Safety Investigator	2581(3)	(60,071- 66,941)
9	7212-2	Office Engineering Technician II	1761	(36,769- 45,685)****
6	7212-3	Office Engineering Technician III	1963	(40,987- 50,926)****
1	7239-1	Geotechnical Engineer I	3381	(70,595- 87,716)****
1	7239-2	Geotechnical Engineer II	3677	(76,775- 95,358)****
1	7239-3	Geotechnical Engineer III	3974	(82,977-103,105)****
1	7255-1	Engineering Geologist I	3381	(70,595- 87,716)****
2	7255-2	Engineering Geologist II	3677	(76,775- 95,358)****
10	7525-2	Electrical Engineering Associate II	2642	(55,164- 68,528)****
3	7525-3	Electrical Engineering Associate III	2943	(61,449- 76,337)****
1	7525-4	Electrical Engineering Associate IV	3199	(66,795- 82,977)****
2	7543-1	Building Electrical Engineer I	3381	(70,595- 87,716)****
1	7543-2	Building Electrical Engineer II	3761	(78,529- 97,572)****
12	7554-2	Mechanical Engineering Associate II	2642	(55,164- 68,528)****
2	7554-3	Mechanical Engineering Associate III	2943	(61,449- 76,337)****
1	7554-4	Mechanical Engineering Associate IV	3199	(66,795- 82,977)****
3	7561-1	Building Mechanical Engineer I	3381	(70,595- 87,716)****
1	7561-2	Building Mechanical Engineer II	3761	(78,529- 97,572)****
11	7956	Structural Engineer	3381	(70,595- 87,716)****
63	7957-2	Structural Engineering Associate II	2642	(55,164- 68,528)****
19	7957-3	Structural Engineering Associate III	2943	(61,449- 76,337)****

BUILDING AND SAFETY - 3

2003-04 Salary Range and Annual Salary

No.	Code	Title		
<u>Regular Positions (Continued)</u>				
6	7957-4	Structural Engineering Associate IV	3199	(66,795- 82,977)****
2	9167-1	Senior Personnel Analyst I	3185	(66,502- 82,643)
3	9171-1	Senior Management Analyst I	2881	(60,155- 74,750)****
2	9171-2	Senior Management Analyst II	3567	(74,478- 92,540)****
1	9182	Chief Management Analyst	4740	(98,971-122,962)
1	9184-1	Management Analyst I	2069	(43,200- 53,682)****
12	9184-2	Management Analyst II	2438	(50,905- 63,266)****
5	9201-1	Deputy Superintendent of Building I	5428	(113,336-140,814)
1	9201-2	Deputy Superintendent of Building II	6051	(126,344-156,954)
1	9205	Superintendent of Building		(209,781)
1	9375	Director of Systems	4740	(98,971-122,962)
7	9425	Senior Structural Engineer	3974	(82,977-103,105)****

848

To be Employed As Needed in Such Numbers as Required

3	0112	Examiner of Mechanical Equipment Operators	\$100.00/mtg	
3	0119	Examiner of Plumbers and Gasfitters	\$100.00/mtg	
3	0121	Examiner of Steam and Diesel Engineers	\$100.00/mtg	
4	0122	Examiner of Elevator Constructors	\$100.00/mtg	
3	0124	Examiner of Registered Deputy Inspectors	\$100.00/mtg	
2	1502	Student Professional Worker	1037(5)	(26,893)

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	Regular Positions	Citizen Board Members	As Needed Positions	Total Regular Positions & Citizen Board Members
Total	838	10	18	848

CITY ADMINISTRATIVE OFFICER

2003-04 Salary Range and
Annual Salary

No.	Code	Title		Annual Salary
<u>Regular Positions</u>				
1	0010	City Administrative Officer		(218,655)
4	0011	Assistant City Administrative Officer	5428	(113,336-140,814)
3	1117-2	Executive Secretary II	2337	(48,796- 60,614)
1	1117-3	Executive Secretary III	2506	(52,325- 65,020)
1	1119-1	Accounting Records Supervisor I	1924	(40,173- 49,903)****
1	1201	Principal Clerk	1924	(40,173- 49,903)****
2	1223-1	Accounting Clerk I	1786	(37,291- 46,332)
2	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
1	1358	Clerk Typist	1449	(30,255- 37,584)
15	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1530-1	Risk Manager I	3185	(66,502- 82,643)
2	1530-2	Risk Manager II	3944	(82,350-102,312)
1	1530-3	Risk Manager III	4740	(98,971-122,962)
16	1541-1	Senior Administrative Analyst I	3185	(66,502- 82,643)
30	1541-2	Senior Administrative Analyst II	3944	(82,350-102,312)
3	1552-1	Finance Specialist I	2695	(56,271- 69,906)
1	1552-2	Finance Specialist II	3185	(66,502- 82,643)
3	1552-3	Finance Specialist III	3944	(82,350-102,312)
2	1552-4	Finance Specialist IV	4153	(86,714-107,719)
2	1552-5	Finance Specialist V	4740	(98,971-122,962)
9	1554	Chief Administrative Analyst	4740	(98,971-122,962)
9	1590-2	Administrative Analyst II	2695	(56,271- 69,906)
1	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
5	1597-2	Senior Systems Analyst II	3571	(74,562- 92,623)****
1	9171-1	Senior Management Analyst I	2881	(60,155- 74,750)****
2	9184-1	Management Analyst I	2069	(43,200- 53,682)****
9	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9194	Executive Director, Quality and Productivity Commission	4153	(86,714-107,719)
1	9734-1	Commission Executive Assistant I	2126	(44,390- 55,164)

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Commission Positions

15	0108	Member, Quality and Productivity Commission	\$50.00/mtg	
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CITY ATTORNEY

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
1	0003	City Attorney		
1	0395	News Secretary	3539	(73,894- 91,788)
7	0525	City Attorney Systems Analyst II	2438	(50,905- 63,266)****
23	0531	Witness Service Coordinator	1831	(38,231- 47,502)
6	0532	Senior Witness Service Coordinator	1986	(41,467- 51,510)
1	0536	City Attorney Financial Manager	3469	(72,432- 89,992)
1	0539	City Attorney Senior Systems Analyst I	3034	(63,349- 78,717)****
1	0540	City Attorney Senior Systems Analyst II	3770	(78,717- 97,781)****
2	0548	City Attorney Chief Investigator	2553	(53,306- 66,210)****
10	0550	Deputy City Attorney I		(58,756- 78,446)
114	0551	Deputy City Attorney II		(85,170- 99,264)
120	0552	Deputy City Attorney III		(100,997-120,666)
66	0553	Assistant City Attorney		(134,947-151,881)
13	0554	Senior Assistant City Attorney		(147,496-162,676)
3	0555	Chief Assistant City Attorney		(164,576-174,536)
1	0556	Executive Assistant City Attorney	6729(5)	(174,535)
5	0558	Senior Legal Assistant	2363	(49,339- 61,303)****
2	0559	City Attorney Accounting Clerk	1790	(37,375- 46,416)
18	0560	City Attorney Investigator II	2179	(45,497- 56,501)****
2	0561	City Attorney Investigator III	2298	(47,982- 59,612)****
17	0562	Law Clerk	1373(3)	(31,967- 35,621)****
12	0563	Hearing Officer City Attorney	2269	(47,376- 58,881)****
12	0565	Legal Assistant	1915	(39,985- 49,694)****
1	0566	City Attorney Chief Administrative Assistant	4740	(98,971-122,962)
4	0567	City Attorney Administrative Coordinator I	2066	(43,138- 53,598)****
7	0568	City Attorney Administrative Coordinator II	2438	(50,905- 63,266)****
8	0569	City Attorney Administrative Coordinator III	2881	(60,155- 74,750)****
2	0570	City Attorney Administrative Coordinator IV	3567	(74,478- 92,540)****
92	0573	Deputy City Attorney IV		(119,434-138,309)
5	0576	Paralegal I	1915	(39,985- 49,694)****
17	0577	Paralegal II	2392	(49,944- 62,055)****
17	0578	Principal Clerk City Attorney II	2297	(47,961- 59,591)****
18	0580	Legal Secretary I	1824	(38,085- 47,314)

2003-04 Salary Range and Annual Salary

No.	Code	Title		
<u>Regular Positions (Continued)</u>				
39	0581	Legal Secretary II	1992	(41,592- 51,678)
55	0582	Legal Secretary III	2108	(44,015- 54,684)
5	0583	Executive Legal Secretary I	2337	(48,796- 60,614)
1	0584	Executive Legal Secretary II	2506	(52,325- 65,020)
5	0585	Legal Clerk I	1390	(29,023- 36,059)
43	0586	Legal Clerk II	1535	(32,050- 39,818)
22	0587	Senior Legal Clerk I	1786	(37,291- 46,332)
6	0588	Senior Legal Clerk II	1881	(39,275- 48,796)
1	0589	Principal Clerk City Attorney I	1946	(40,632- 50,508)****
1	0592	Law Librarian	2473	(51,636- 64,164)
4	0593	Senior Hearing Officer City Attorney	2465	(51,469- 63,934)****
1	1170-1	Payroll Supervisor I	2211	(46,165- 57,336)****

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Regular Grant-Funded Positions

15	0531	Witness Service Coordinator	1831	(38,231- 47,502)
2	0532	Senior Witness Service Coordinator	1986	(41,467- 51,510)
2	0552	Deputy City Attorney III		(100,997-120,666)
1	0568	City Attorney Administrative Coordinator II	2438	(50,905- 63,266)****
1	0569	City Attorney Administrative Coordinator III	2881	(60,155- 74,750)****
1	0580	Legal Secretary I	1824	(38,085- 47,314)
1	0582	Legal Secretary III	2108	(44,015- 54,684)
1	0585	Legal Clerk I	1390	(29,023- 36,059)
1	0586	Legal Clerk II	1535	(32,050- 39,818)
1	0587	Senior Legal Clerk I	1786	(37,291- 46,332)

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Regular Positions

Total 818

CITY CLERK

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
2	1116	Secretary	1940	(40,507- 50,320)
1	1117-2	Executive Secretary II	2337	(48,796- 60,614)
1	1117-3	Executive Secretary III	2506	(52,325- 65,020)
1	1119-1	Accounting Records Supervisor I	1924	(40,173- 49,903)****
1	1119-2	Accounting Records Supervisor II	2266	(47,314- 58,777)****
1	1129	Personnel Records Supervisor	2052	(42,845- 53,244)****
1	1143	Senior Clerk	1786	(37,291- 46,332)
6	1182-1	Legislative Assistant I	2881	(60,155- 74,750)****
5	1182-2	Legislative Assistant II	3112	(64,978- 80,722)****
5	1201	Principal Clerk	1924	(40,173- 49,903)****
7	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
2	1253	Chief Clerk	2297	(47,961- 59,591)****
1	1282	Records Management Officer	3941	(82,288-102,249)
2	1358	Clerk Typist	1449	(30,255- 37,584)
32	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1538	Senior Project Assistant	2709	(56,563- 70,261)****
6	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
3	1597-1	Senior Systems Analyst I	2879	(60,113- 74,687)****
3	1597-2	Senior Systems Analyst II	3571	(74,562- 92,623)****
1	1599	Systems Aide	1731	(36,143- 44,933)****
1	1714-1	Personnel Director I	3944	(82,350-102,312)
2	1832-2	Warehouse and Toolroom Worker II	1598	(33,366- 41,446)
1	1835-1	Storekeeper I	1742	(36,372- 45,184)
2	1943	Title Examiner	1963(2)	(43,263- 50,926)****
1	1947	Senior Title Examiner	2193	(45,789- 56,877)****
2	7204	Cartographer	1805	(37,688- 46,812)****
1	7205	Senior Cartographer	2013	(42,031- 52,200)****
7	7212-2	Office Engineering Technician II	1761	(36,769- 45,685)****
2	7212-3	Office Engineering Technician III	1963	(40,987- 50,926)****
4	7224	Calligrapher	1908	(39,839- 49,485)****
1	7226	Chief Creative Services Division	3469	(72,432- 89,992)****
2	9171-1	Senior Management Analyst I	2881	(60,155- 74,750)****
7	9171-2	Senior Management Analyst II	3567	(74,478- 92,540)****
3	9182	Chief Management Analyst	4740	(98,971-122,962)
4	9184-1	Management Analyst I	2069	(43,200- 53,682)****
13	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9252	Executive Officer City Clerk	5428	(113,336-140,814)
1	9255	City Clerk		(194,601)

2003-04 Salary Range and Annual Salary

No.	Code	Title		
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Regular Positions (Continued)

1	9375	Director of Systems	4740	(98,971-122,962)
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138				

ELECTION

To be Employed As Needed in Such Numbers as Required

0701	Custodian (Schools and Public Buildings only)	\$12.00/election		
0721	Election Clerk	916	(19,126- 23,761)	
0723	Intermediate Election Clerk	1119	(23,364- 29,023)	
0725	Senior Election Clerk	1290	(26,935- 33,470)	
0727	Principal Election Clerk	1517	(31,674- 39,358)	
0728	Election Assistant I	\$9.13/hr.		
0729	Election Assistant II	\$10.70/hr.		
0730	Election Assistant III	\$12.78/hr.		
0731	Election Assistant IV	\$14.96/hr.		
0732	Intermediate Election Assistant	\$20.30/hr.		
0733	Senior Election Assistant	\$24.52/hr.		
0734	Election Assistant V	\$17.09/hr.		
0735	Principal Election Assistant	\$28.79/hr.		
0736	Chief Election Assistant	\$35.22/hr.		
0740	Chief Election Clerk	1790	(37,375- 46,416)	

To be Employed as Precinct Board Members in Such Numbers as Required

0745	Clerk Precinct Board	\$55.00/day		
0746	Inspector Precinct Board	\$75.00/day		
0747	Judge Precinct Board	\$55.00/day		

Regular
Positions

Total 138

COMMISSION FOR CHILDREN, YOUTH AND THEIR FAMILIES

<u>No.</u>	<u>Code</u>	<u>Title</u>	<u>2003-04 Salary Range and Annual Salary</u>	
<u>Regular Positions</u>				
15	0101-1	Commissioner	\$25.00/mtg	
1	1132	Child Care Coordinator	3944	(82,350-102,312)
1	1355	Admin. Assistant Commission for Children, Youth and Their Families	1913	(39,943- 49,652)
2	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1513-2	Accountant II	1877	(39,191- 48,713)****
1	1523-1	Senior Accountant I	2176	(45,434- 56,438)****
2	1537	Project Coordinator	2284	(47,689- 59,236)****
2	1538	Senior Project Coordinator	2709	(56,563- 70,261)****
2	1542	Project Assistant (half-time)	1731	(36,143- 44,933)****
4	2501-1	Community Program Assistant I	1876	(39,170- 48,671)****
1	9184-1	Management Analyst I	2069	(43,200- 53,682)****
1	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9226	Executive Director Commission for Children, Youth and Their Families	4163	(86,923-107,991)
2	9228	Asst. Exec. Dir. Commission for Children, Youth and Their Families	3944	(82,350-102,312)
1	9734-1	Commission Executive Assistant I	2126	(44,390- 55,164)

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To be Employed As Needed in Such Numbers as Required

0820	Administrative Trainee (half-time)	1159(5)	(30,067)
1501	Student Worker	\$10.53/hr.	
1502	Student Professional Worker	1037(5)	(26,893)
1535-1	Administrative Intern I	1219(5)	(31,633)
1535-2	Administrative Intern II	1325(5)	(34,368)

	<u>Regular Positions</u>	<u>Citizen Board Members</u>	<u>Total Regular Positions & Citizen Board Members</u>
Total	22	15	37

COMMISSION ON THE STATUS OF WOMEN

<u>No.</u>	<u>Code</u>	<u>Title</u>	<u>2003-04 Salary Range and Annual Salary</u>	
<u>Regular Positions</u>				
7	0101-1	Commissioner	\$25.00/mtg	
2	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1537	Project Coordinator	2284	(47,689- 59,236)****
1	1542	Project Assistant	1731	(36,143- 44,933)****
1	9184-1	Management Analyst I	2069	(43,200- 53,682)****
2	9184-2	Management Analyst II	2438	(50,905- 63,266)****
1	9225	Executive Director Commission on the Status of Women	3157	(65,918- 81,891)
<hr/>				
15				
	<u>Regular Positions</u>	<u>Citizen Board Members</u>	<u>Total Regular Positions & Citizen Board Members</u>	
Total	<u>8</u>	<u>7</u>	<u>15</u>	

COMMUNITY DEVELOPMENT

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions</u>				
5	1116	Secretary	1940	(40,507- 50,320)
1	1117-2	Executive Secretary II	2337	(48,796- 60,614)
1	1117-3	Executive Secretary III	2506	(52,325- 65,020)
1	1129	Personnel Records Supervisor	2052	(42,845- 53,244)****
1	1137-2	Data Control Assistant II	1977	(41,279- 51,281)
1	1141	Clerk	1390	(29,023- 36,059)
1	1143	Senior Clerk	1786	(37,291- 46,332)
1	1170-1	Payroll Supervisor I	2211	(46,165- 57,336)****
1	1201	Principal Clerk	1924	(40,173- 49,903)****
4	1223-1	Accounting Clerk I	1786	(37,291- 46,332)
5	1223-2	Accounting Clerk II	1888	(39,421- 48,963)
1	1321	Clerk Stenographer	1560	(32,572- 40,465)
23	1358	Clerk Typist	1449	(30,255- 37,584)
12	1368	Senior Clerk Typist	1786	(37,291- 46,332)
1	1433-1	Data Entry Operator I	1553	(32,426- 40,298)
2	1508	Management Aide	1731	(36,143- 44,933)****
6	1513-2	Accountant II	1877	(39,191- 48,713)****
14	1517	Auditor	2054	(42,887- 53,306)****
4	1518	Senior Auditor	2438	(50,905- 63,266)****
1	1523-1	Senior Accountant I	2176	(45,434- 56,438)****
5	1523-2	Senior Accountant II	2357	(49,214- 61,136)****
1	1525-2	Principal Accountant II	2860	(59,716- 74,186)****
9	1539	Management Assistant	1731	(36,143- 44,933)****
1	1555-1	Fiscal Systems Specialist I	3059	(63,871- 79,364)****
1	1555-2	Fiscal Systems Specialist II	3571	(74,562- 92,623)****
2	1577	Assistant Chief Grants Administrator	3944	(82,350-102,312)
1	1593-2	Departmental Chief Accountant II	3733	(77,945- 96,841)
1	1593-3	Departmental Chief Accountant III	4388	(91,621-113,837)
2	1596-2	Systems Analyst II	2438	(50,905- 63,266)****
1	1597-1	Senior Systems Analyst I	2879	(60,113- 74,687)****
2	1597-2	Senior Systems Analyst II	3571	(74,562- 92,623)****
2	1599	Systems Aide	1731	(36,143- 44,933)****
1	1714-1	Personnel Director I	3944	(82,350-102,312)
2	4211	Building Inspector	2581(3)	(60,071- 66,941)
1	7304-1	Environmental Supervisor I	2939	(61,366- 76,253)****
1	9167-1	Senior Personnel Analyst I	3185	(66,502- 82,643)
21	9171-1	Senior Management Analyst I	2881	(60,155- 74,750)****
10	9171-2	Senior Management Analyst II	3567	(74,478- 92,540)****

COMMUNITY DEVELOPMENT - 2

No.	Code	Title	2003-04 Salary Range and Annual Salary	
<u>Regular Positions (Continued)</u>				
4	9182	Chief Management Analyst	4740	(98,971-122,962)
43	9184-1	Management Analyst I	2069	(43,200- 53,682)****
69	9184-2	Management Analyst II	2438	(50,905- 63,266)****
2	9191-1	Industrial and Commercial Finance Officer I	2879	(60,113- 74,687)****
1	9250	General Manager Community Development		(161,924)
2	9251	Assistant General Manager Community Development	5428	(113,336-140,814)
1	9375	Director of Systems	4740	(98,971-122,962)
1	9734-2	Commission Executive Assistant II	2695	(56,271- 69,906)

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To be Employed As Needed in Such Numbers as Required

0102	Commission Hearing Examiner	\$450.00 per day; \$125.00 1/2 day; \$225.00 (flat fee) report preparation		
1112	Community and Administrative Support Worker I	\$6.75/hr.		
1113	Community and Administrative Support Worker II	\$10.80/hr.		
1114	Community and Administrative Support Worker III	\$13.46/hr.		
1358	Clerk Typist	1449		(30,255- 37,584)
1501	Student Worker	\$10.53/hr.		
1502	Student Professional Worker	1037(5)		(26,893)
1581-2	Assistant Youth Employment Specialist II	\$7.79/hr.		
1581-3	Assistant Youth Employment Specialist III	\$8.65/hr.		
1582-1	Youth Employment Specialist I	\$9.61/hr.		
1582-2	Youth Employment Specialist II	\$10.26/hr.		
1582-3	Youth Employment Specialist III	\$11.77/hr.		
1582-4	Youth Employment Specialist IV	\$14.00/hr.		

Regular Positions

Total 273