

**RESOLUTION NUMBER 6020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, APPROVING THE AMENDMENT OF THE CITY'S CLASSIFICATION AND COMPENSATION PLAN TO INCLUDE SIX (6) UPDATED CITY CLASSIFICATIONS AND AUTHORIZE THE AMENDMENT OF THE CITY'S SALARY RANGE PLACEMENT SCHEDULES WHICH SETS FORTH THE CLASSIFICATION AND COMPENSATION ALLOCATIONS FOR ALL CITY EMPLOYEES**

**WHEREAS**, Section 36505 of the California Government Code requires that the City Council approve the Classification and Compensation Plan for all employees by means of a resolution; and

**WHEREAS**, Rule 6.0 of the City of Perris Personnel Rules and Regulations provides that the City Manager shall ascertain and record the duties and responsibilities of all positions in the classified service and shall recommend a classification plan for these positions to the City Council and that the classification plan shall be adopted by the City Council and may be amended as necessary; and

**WHEREAS**, on September 26, 2017, the City Council, by Resolution No. 5178, adopted the recommendations contained in the Classification and Compensation Study, authorized the City Manager to implement the recommendations, and approved the implementation of the City of Perris Salary Range Placement Schedules, which set forth updated Classification and Compensation Allocations for all City employees; and

**WHEREAS**, amendments to the City's Classification and Compensation Plan were adopted by the City Council on March 27, 2018 via Resolution No. 5246, on September 25, 2018 via Resolution No. 5367, on December 20, 2020 via Resolution No. 5739; on May 11, 2021 via Resolution No. 5790; on August 31, 2021 via Resolution No. 5843; and on January 25, 2022 via Resolution No. 5911; and

**WHEREAS**, the City Manager has recommended implementation of another amendment to the City's Classification and Compensation Plan with six (6) updated classification specifications for the revised positions of Director of Economic Development and Housing, Recreation and Public Services Manager, Parks Services Manager, Project Manager, Public Works Program Coordinator, and Recreation Leader I II III, along with respective schedule of compensation for said positions, and a realignment of all supervisory class exempt positions to Range 72 of the respective Salary Range Placement Schedule (Management); and

**WHEREAS**, the six (6) classification specifications were updated by the City's Administrative Services Department with the assistance of a personnel consulting firm, Koff & Associates, Inc., which confirmed that the updated classification specifications salaries meet industry standards and are internally aligned and equitable; and

**WHEREAS**, the City has completed meet and confer with Teamsters Local 911 Union, as the employee organization representing the affected job title classifications and reached agreement regarding the proposed actions herein pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code § 3500 et seq.).

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF PERRIS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The City Council finds the above recitals are true and correct and incorporated herein by this reference.

**Section 2.** The City Council hereby adopts the following six (6) updated classification specifications, re-allocation of all City supervisory class exempt positions base salary level, and respective schedule of compensation:

<b>Classification</b>	<b>Schedule of Compensation</b>
Director of Economic Development and Housing	Range 94
Recreation and Public Services Manager	Range 80
Parks Services Manager	Range 80
Project Manager	Range 70
Public Works Program Coordinator	Range 62
Recreation Leader I II III	Range 26, 30, 34
Supervisory Class Exempt Positions	Range 72

The City Council hereby also adopts the job descriptions for the above new classifications attached hereto as Exhibits “A – F” and the operative salary schedules used for compensating City employees referenced as City of Perris Salary Range Placement Schedules attached hereto as Exhibits “G” and “H.”

**Section 3.** This resolution shall be effective on July 26, 2022. The City Clerk shall certify the adoption of this Resolution.

**ADOPTED, SIGNED and APPROVED** this 26<sup>th</sup> day of July 2022.

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Mayor, Michael M. Vargas

ATTEST:

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City Clerk, Nancy Salazar

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) §  
CITY OF PERRIS )

I, Nancy Salazar, CITY CLERK OF THE CITY OF PERRIS, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution Number 6020 was duly and regularly adopted by the City Council of the City of Perris at a regular meeting thereof held the 26<sup>th</sup> day of July, 2022, and that it was so adopted by the following called vote:

AYES: RABB, ROGERS, CORONA, NAVA, VARGAS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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City Clerk, Nancy Salazar

Exhibit A – Director of Economic Development and Housing Classification Specification

Exhibit B – Recreation and Public Services Manager Classification Specification

Exhibit C – Parks Services Manager Classification Specification

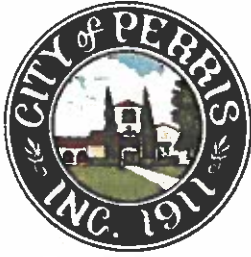
Exhibit D – Project Manager Classification Specification

Exhibit E – Public Works Program Coordinator Classification Specification

Exhibit F – Recreation Leader I II III Classification Specification

Exhibit G – Salary Range Placement Schedule (Non-Management) 2022-2023

Exhibit H – Salary Range Placement Schedule (Management) 2022-2023



## **Recreation and Public Services Manager Class Specification**

**FLSA Designation: Exempt  
Effective: 08/2018  
Revised: 07/2022**

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### **DEFINITION**

Under administrative direction, to manage, supervise, and coordinate the work of staff performing difficult and complex professional, technical, and office support work related to assigned programs and activities of the City's recreation leisure/youth, senior, special events, and public health services within the Community Services Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Department Head.

### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for City's recreation leisure/youth, senior, public art and public health services and activities, including any assigned special events.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the assigned divisions within the Community Services Department; recommend appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Department Head; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Manage, coordinate, and review the work plan for all assigned divisions, including senior center, teen center, recreation and special events, and public health; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the assigned functions annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Community Services Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Department Head; grants management; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to recreation and public services and programs, policies, and procedures as appropriate.

Review requests for assigned public services programs; approve or disapprove program proposals.

Review contract services agreement proposals and select independent contractors.

Develop and review staff reports related to recreation and public services and program activities and services; present reports to the City Council and other commissions, committees, and boards; perform a variety of public relations and outreach work related to recreation activities.

Assist in a variety of Department operations and special projects.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation, public health and other public services.

Respond to and resolve difficult and sensitive inquiries and complaints.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.

Operational characteristics, services, and activities of a comprehensive community

services program.

General principles of safety, emergency/disaster, and risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of community services programs, policies, and operational needs.

Modern and complex principles and practices of community services program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, local laws, codes, and regulations related to the development, implementation, and administration of public service programs, as well as facilities operations and maintenance.

Principles and practices of contract administration and performance evaluations.

Principles and practices of grant writing, implementation, administration, and program oversight.

Recent and on-going developments, current literature, and sources of information related to community services, recreation, and facilities operations and maintenance.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the City's public and recreation services within the Community Services Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient community services.

Manage, direct, and coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and community services issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of recreation and public services goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to recreation and public health services within the Community Services Department programs and functions.

Effectively represent the Department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment, including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Six (6) years of increasingly responsible recreation and public services experience including three (3) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in public policy, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance. CPR and First Aid Certification.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** July 2022





## **Director of Economic Development and Housing**

### **Class Specification**

**FLSA Designation: Exempt**

**Effective: 06/2017**

**Revised: 07/2022**

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#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Economic Development and Housing Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the respective Department Head.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all services and activities of the Economic Development and Housing Department, including preparation and administration of the City's Economic Development and Housing programs.

Assume full management responsibility for all services and activities of the Perris Community Economic Development Corporation and Housing programs; coordinate and ensure proper posting of meeting agendas; advise Board on personnel, finance, and programming issues; coordinate preparation of Federal and State filings.

Manage the development and implementation of Economic Development and Housing Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Economic Development and Housing Department to other City departments, elected officials and outside agencies; explain and interpret the Department programs, policies,

and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate and evaluate Economic Development and Housing Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Economic Development and Housing Department, including Homelessness programs and Community Development Block Grants (CDBG) programs; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Economic Development and Housing Department annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Provide responsible staff assistance to the City Manager and/or Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Develop and review staff reports related to economic development and housing; present reports to the City Council, and other commissions, committees, and boards; perform a variety of public relations and outreach work related to economic development and housing activities.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to economic development and housing programs, policies, and procedures as appropriate.

Develop marketing and promotion programs and materials to enhance the implementation of economic development activities; develop and implement programs to ensure economic and housing revitalization in the City and the City's business district.

Review and analyze economic development and housing programs for compliance with City regulations and policies.

Prepare and coordinate the preparation and/or review of written materials on projects including economic development and housing agreements, participation agreements, leases, maps, progress reports, and City Council staff reports.

Prepare and monitor real estate and development project schedules and coordinate implementation of the project through completion.

Monitor and forecast real estate and development fiscal and economic activity impact.

Attend public hearings; advise the City Council on economic development and housing activities; confer with City officials as well as the public on City economic development and housing activities.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development and housing.

Research, prepare, administer, and implement grants.

Prepare RFP's and RFQ's for consultant projects, studies, and the sale and development of land.

Market and manage City owned properties; administer assigned contracts.

Research and calculate property values.

Provide staff assistance to the respective Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Organization and management practices as applied to the analysis and evaluation of economic development and housing services, programs, policies, and operational needs.

Principles and practices of public relations.

Advanced principles and practices of municipal budget preparation and administration.

Advanced real estate principles and practices. California real estate law and relocation assistance law.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Techniques for dealing effectively representing the City in contracts with government

agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Economic Development and Housing Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient economic development and housing services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, maintenance, and administrative support personnel; delegate authority and responsibility.

Interpret and explain City economic and housing policies and procedures.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Evaluate and recommend bids and projects.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to economic development and housing programs and functions.

Communicate clearly and concisely, both orally and in writing.

Use tact, initiative, prudence, and independent judgment within the general policy, procedural and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Ten (10) years of local government experience, including seven (7) years of responsible economic development and/or housing experience and five (5) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** July 2022



## **Parks Services Manager Class Specification**

**FLSA Designation: Exempt  
Effective: 04/2015  
Revised: 07/2022**

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### **DEFINITION**

Under general direction, to plan, manage, supervise, and coordinate the City's parks programs, services, and activities, including general maintenance of parks and parkways grounds, landscaped regions, playground areas, park facilities, Parks Benefit Zone Districts, and sports and parks related recreation services; to coordinate assigned activities with other City departments, divisions, and outside agencies including utilities; and to provide highly responsible and complex administrative support to the Department Head.

### **SUPERVISION EXERCISED**

Exercises direct supervision over lead, technical, maintenance, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for all City's parks and landscape maintenance programs and activities, including maintenance of grounds, lawns, trees and shrubs, playgrounds, park facilities, related storm water compliance regulations, and sports and other parks related recreation services.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommend appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures of the parks maintenance crews and sports services activities; assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct the implementation of approved improvements.

Plan, manage, coordinate, and review the work plan for the City's parks maintenance and parks landscape maintenance districts programs and sports activities at parks; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training;

work with employees to correct deficiencies.

Manage and participate in the development and administration of the City's parks, parks landscape maintenance districts, division annual budget; estimate additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Plan and secure requisitions for materials and supplies, including plants maintenance tools and fertilizer.

Inspect equipment and tools for proper maintenance and use; inspects parks facilities on a regular basis.

Inspect the maintenance, installation and repairs of sprinkler systems used for irrigation; monitor water usage at parks facilities.

Inspect, monitor, and report on assigned landscaped areas' irrigation, tree pruning, pesticide requirements, and diagnosis of plant problems, and direct appropriate actions.

Inspect, monitor, and report on City's parks playground areas for safety and related compliance; and manage necessary repairs.

Serve as a liaison for the City's parks and sports recreation division with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Department Head; prepare and present staff reports and other necessary correspondence; prepare City Council agenda reports, ordinances, resolutions, and agreements.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned parks and other grounds maintenance programs and sports activities, policies, and procedures as appropriate.

Serve as Emergency Operations Manager, including reviewing and updating, planning, and scheduling exercises and training for City staff.

Ensure adherence to safe work practices and procedures.

Recognize and report unsafe acts, conditions, accidents and injuries.

Participate in professional group meetings; stay abreast of new trends and innovations in the field of parks maintenance and sports programs.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of City's parks maintenance and landscape construction projects and sports recreation activities and programs.

Operational characteristics, services, and activities of City's parks facilities maintenance and sports functions.

Methods and techniques of landscape construction and maintenance procedures for irrigation and plant material, including tree pruning, pesticides, landscape construction grading, ground cover, shrubs/hedges/trees, irrigation installation, fencing, trail systems, and drainage systems.

Methods and principles in soil preparation, aeration, fertilization, de-thatching, irrigation and enrichment.

Methods and equipment used in weed and insect control and treating plant diseases.

Maintenance techniques used in the maintenance of playing fields and adjacent play areas, and minor repair of irrigation and drainage systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and practices of landscape and grounds construction as applied to the field of parks maintenance, and principles and practices of sports recreation functions.

Equipment, materials, and methods used in construction, maintenance, cleaning, and repair of City's parks.

Proper operational use of a variety of vehicles, tools, and equipment used in parks grounds and landscape maintenance, including mower, edger, weed eater, blower, paint sprayer, grader, jackhammer, water pump, power washer, sewer jetter, and water truck.



Proper use of chemicals, pesticides, herbicides, and cleaning compounds, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.

Materials and labor costs in parks maintenance and related work.

Techniques of public relations.

Occupational hazards and standard safety practices necessary in the area of public works and parks maintenance and construction.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate heavy maintenance equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the City's parks maintenance crew and City's sports program staff.

Recommend and implement goals, objectives, and practices for providing effective and efficient parks maintenance and sports programs and services.

Manage, direct, and coordinate the work of supervisory, technical, maintenance, and administrative support personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department and division goals.

Research, analyze, and evaluate new parks program procedures and techniques, and manage oversight of all sports field reservations and activities.

Oversee and implement all parks maintenance contracts.

Read, interpret, and apply a wide variety of technical information related to City's parks, sports, and assigned maintenance.

Prepare and administer budgets.

Prepare clear and concise administrative reports and contract services agreements.

Interpret and apply the policies, procedures, laws, and regulations pertaining to parks and sports programs and functions.

Research, collect, compile, and analyze information and data.

Prepare and maintain accurate and complete records.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Six (6) years of progressively responsible experience in public works maintenance of park grounds and landscape facilities, including three (3) years of supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in landscape engineering or other related fields such as public policy, public administration or business administration.

**License or Certificate:**

Possession of an appropriate, valid California Class C driver's license and insurability at regular rates for the City's automobile insurance. A California Class A Commercial driver's license plus tanker, passenger and other endorsements, may be required. Possession of or ability to obtain a California Pesticide Applicator Certificate, California Pest Control Advisor's Certificate, and Playground Safety Inspector Certificate. Certified Arborist License is highly desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; and to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 60 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**Effective Date:** July, 2022



## **Project Manager Class Specification**

**FLSA Designation: Non-Exempt  
Effective: 09/2007  
Revised: 07/2022**

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### **DEFINITION**

Under general direction, to perform diversified complex and technical level of administrative management of capital improvement projects; manage grants and grant-funded projects, contracts for the improvement, renovation, maintenance, and construction of City facilities, parks, and related appurtenances; organize and attend community engagement workshops in order to establish project objectives in partnership with City stakeholders and community groups and develop project workplans accordingly; oversee and administer project contracts; serve as staff liaison to City councils, commissions, various local organizations, departments, City administration, and the public on assigned matters; perform economic financial studies for projects, prepare and review master plans and provide highly responsible and complex administrative assistance to the Director of Community Services and other City leadership; and perform related duties as assigned.

### **SUPERVISION EXERCISED**

Exercise technical and functional supervision over lower level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Define the objectives and scope of assigned projects in collaboration with other City staff and stakeholders; identify resources required such as labor, materials, equipment, and budgets; develop project timelines and milestone schedules; identify and pursue funding sources including grant funding; acquire buy-in from stakeholders and benefactors for the program/project plan; and identify appropriate and effective metrics to measure project progress and success.

Participate in the administrative development of requests for proposal (RFPs) and requests for quote (RFQs) including the development of the project's technical specifications for inclusion in RFPs/RFQs; assist in the review and evaluation of proposals and provides input to project award ensuring that consultants and/or contractors selected are qualified to perform the work; administer contracts and professional service agreements following awards for assigned projects.

Execute assigned projects pursuant to contract provisions, project workplan, and timeline ensuring conformance with all applicable policies and laws; assume responsibility for monitoring project progress to ensure milestones are met as contractually agreed upon; adjust workplan when necessary and appropriate in order to ensure a successful outcome; and review the work of consultants, contractors, and staff on a regular basis to ensure proper service levels and that the work product meets stated project standards.

Prepares a variety of written correspondence, reports, policies, procedures, requests for proposals, agreements, and other written materials; prepares and presents oral and written project status reports to City Council and other City boards and commissions.

Develop forms, templates, and record-keeping systems to document project activities and to ensure that all information and documentation is retained and tracked appropriately.

Manage and administer all project budgets and funds according to established accounting policies and procedures; prepare financial reports and supporting documentation for benefactors and stakeholders as established in project scope documents; keep project stakeholders abreast of project progress through ad-hoc updates and scheduled status reports.

Devise mechanisms and metrics to measure project performance using appropriate tools and best practice techniques; escalate issues to City management when necessary; manage the relationships between benefactors, stakeholders, and administration; monitor project risk factors to identify and mitigate the City's risk exposure.

Coordinate program/project matters with the Senior Construction Manager and as necessary with other City divisions, departments, and functions, such as, finance, administration, engineering, building inspection, planning, public works, and development; coordinate specific project areas, including assisting in the development and monitoring of professional service agreements and contracts.

Provide project management and participate in the development and implementation of short-range and long-range plans, bidding and procurement, and priority projects for the City in the areas of responsibility; assist in the development and implementation of policies, procedures, codes, ordinances, and other administrative management needs; issue all appropriate legal paperwork, such as contracts and terms of agreements, and statutory filings.

Perform economic and financial studies to measure project feasibility; conduct studies to analyze data and identify trends; prepare grant applications, permit applications, RFPs, contractual agreements, public notices and other project documentation; create, edit and issue all project communications, including but not limited to, project meetings, reports, status updates and presentations to the project team, legislative bodies and other stakeholders.

Manage assigned grants, project budgets, scope, schedule, and risk to ensure project deliverable, milestones, and completion of required tasks.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

Principles, methods, and theory for effectively managing large, complex capital improvement projects.

Familiarity with risk management, quality assurance, and control of processes relative to managing and delivering capital improvement projects.

Principles and practices of budget development and implementation.

Pertinent Federal, State, and local laws, codes, planning, zoning, ordinances and regulations.

Writing and administering grants including tracking and reporting on grant funding.

Techniques and methods for conducting effective fund-raising campaigns.

Principles and practices of effective marketing and public relations.

Best practices for measuring the progress and success of capital improvement projects.

Public administration practices, policies and procedures relative to Capital Improvement Plan (CIP) forecasting and project planning.

Community resources relevant to the areas of responsibility including private sector and not-for-profit organizations.

Grant writing, legislative analysis and performance monitoring and reporting.

Principles and practices of conducting research and analysis including legislative and statistical analysis.

Principles and techniques of effective negotiation methods and techniques of effective technical report preparation and presentation.

Microsoft office and project management software.

**Skills to:**

Multi-task and effectively manage time.

Oversee assigned operational functions and processes in a matrix organization structure.

Effectively foster good client relationships and build effective project teams.

Effectively communicate verbally and in writing.

Operate modern office equipment including computer and applicable software applications

such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

**Ability to:**

Evaluate, assess, and prioritize projects based on long- and short-term goals and objectives.

Initiate and prepare plans and proposals for project development; participate in coordinating planning and project implementation activities with related agencies and individuals.

Analyze, solve, and negotiate successful solutions to problems involving multiple interests of a development team, the City, landowners, and the community.

Analyze economic, financial, sociologic, and legal information and interpret the applicability of data to assigned areas of responsibility; develop and deliver recommendations accordingly.

Serve as a liaison between various public agencies and the City; Provide community engagement and public outreach.

Plan, lead, organize, and control one or more projects; prepare and interpret flowcharts, schedules, and action plans.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; effectively present information and respond to questions.

Exercise independent judgment and initiative with minimal supervision.

Perform thorough research and analysis related to areas of responsibility, including quantitative and statistical analysis.

Interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous, and effective manner, while providing accurate information regarding City functions, events, and issues.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Five (5) years of increasingly responsible experience in the administration of construction or capital improvement projects including at least two (2) years of experience working with complex capital improvement projects in a public sector or similar environment.

**Training:**

Bachelor's degree from an accredited college or university with major coursework in

business or public administration, urban planning, engineering, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of Project Management Institute Certificate(s) is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** July 2022





## **Public Works Program Coordinator Class Specification**

**FLSA Designation: Non-Exempt  
Effective: 06/2005  
Revised: 07/2022**

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### **DEFINITION**

Under direction, to perform highly responsible professional and analytical work in the formation, annexation, and administration of special districts; oversee maintenance operations for landscape installations at city facilities, general fund streets, flood control and landscape maintenance districts; to conduct field inspections of City-maintained areas; and to provide technical and administrative support to the Capital Improvements Project Manager.

### **SUPERVISION EXERCISED**

Exercises direct supervision over contractors, and technical and functional supervision over lower-level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, and coordinate with contractors, developers, City staff, government agencies, and other stakeholders regarding the programs, activities, and functions of the maintenance and renovation of flood and landscape zones and the process and timing involved in annexation, formation, and administration of special districts.

Serve as initial contact/resource person for landscape zones, flood zones, and special districts; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, City staff, representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer questions or issues to appropriate City staff; ensure follow up to inquires.

Track and monitor documents, maps, notices, signatures, and recordings, (CFD's, PPFA's, AD's) through annexation or formation completion; distribute adopted special district information and annexation information, such as maps, reports, and resolutions to applicants, appropriate City departments, government agencies, and other related parties.

Implement repair, upgrade and retrofit infrastructure projects including, the preparation of Request For Proposals (RFP) and Request For Quote (RFQ), in compliance with City codes for

professional design, engineering consulting, and maintenance contract services; supervise and coordinate the activities of consultants during design; prepare bid documents and project specifications; follow City procurement procedures; develop and recommend award of contracts; and conduct construction management.

Maintain special district parcel data base, files, maps, communications, and documents needed for processing; develop forms and instruction sheets; reconcile special district parcels to levy process and tax assessment; review and calculate developer deposit refund, reimbursement, and/or fees.

Compile manuals for each zone with information regarding costs, work order jobs, utility meters, and account numbers; track costs on a job cost basis; update job work orders and processing of job cost accounting of labor hours; document facility acceptance.

Monitor and coordinate contracts for compliance with terms; conduct field inspections to monitor contract work in progress for irrigation and landscape maintenance, tree trimming and removal.

Coordinate with other divisions and/or departments to update shared facility resource lists and account numbers to be charged, including street lights and traffic signals to ensure each zone pays for its share of benefits; review and/or code ongoing invoices for materials and labor to the proper special benefit zone; update job work orders and processing of job cost accounting of labor hours; review special district maintenance and allocation of resources and manpower; review ongoing expenditure reports; assist with feasibility analyses; prepare and update policies and procedures for the areas of responsibility.

Conduct surveys, studies, and research; prepare a variety of reports; conduct routine cost benefit analyses involving a limited number of variables.

Coordinate with webmaster making information available on the web regarding special districts; prepare and update special district information sheets and disclosure information for distribution to local real estate agents, escrow companies, and other parties.

Monitor, assist and/or oversee the Development Services related functions within the Public Works Department; coordinate the review of land use entitlement proposals for private developments; participate in, or oversee, the writing of conditions of approval for commercial, residential, and industrial development.

Monitor, assist and/or oversee the off-site landscape plan check services for private development including coordination with the City's Development Services Department; review and evaluate the work of third-party consultants and City staff providing off-site landscape plan check services for new development.

Monitor, assist and/or oversee the acceptance and turnover of new developments into the

Landscape, Lighting and Flood Control Districts including coordination with the City's Development Services Department for the review and conditioning of Temporary Occupancy Permits (TCO) and/or issuance of final Certificates of Occupancy (C of O's).

Monitor and/or oversee the work of administrative staff and field inspectors involved in project walks, start and end of annual maintenance periods, delivery of turnover materials and utility information, creation of bid documents and award of new maintenance contracts in compliance with City procurement procedures.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of administering contract services including contract service planning, development of RFP/RFQ, proposal review, and monitoring service levels after contract award.

Methods of estimating time, labor, materials, and equipment necessary to complete assigned construction and maintenance projects.

Principles and practices of landscape maintenance.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of assigned programs, policies and procedures.

Pertinent Federal, State and local laws, codes and regulations.

Research and reporting methods, techniques and procedures.

Sources of information related to the broad range of programs, services, and administration relevant to the areas of assignment.

Principles of business letter writing.

Principles of procurement practices in a municipal setting.

Business arithmetic and basic financial and statistical procedures.

English usage, spelling, vocabulary, grammar, and punctuation.

Public relations techniques.

Modern office procedures, methods and computer software and hardware.

Principles and procedures of record keeping.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Schedule and coordinate projects; set priorities; adapt to changing priorities.

Plan, direct, and evaluate the work of third party contractors to ensure contract compliance and appropriate service levels.

Analyze and evaluate the programs, policies, and procedures relevant to the areas of assignment.

Prepare clear and concise correspondence and reports on a variety of contract issues.

Understand the organization and operation of the City, department, and outside agencies as necessary to assume assigned responsibilities.

Conduct research on a wide variety topics, interpret findings, and make recommendations.

Effectively administer the wide variety of assigned programs and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Monitor assigned contract budgets.

Interpret and apply contract policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with

those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Two years of professional experience in contract administration and/or coordinating construction or capital improvement projects.

**Training:**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, construction management, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, climb, and lift 10 lbs.; exposure to outdoors, ability to travel to different sites and locations; availability for on-call.

**Effective Date:** July 2022



## **Recreation Leader I II III Class Specification**

**FLSA Designation: Non-Exempt  
Effective: 03/2004  
Revised: 07/2022**

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### **DEFINITION**

Under immediate supervision (Recreation Leader I), or general supervision (Recreation Leader II and III), to perform skilled recreation work in directing a wide variety of activities for a variety of recreation programs, events, and assignments, such as the teen and senior centers, and special events, working independently following existing practices and procedures, referring questionable cases to the supervisor, coordinator, or others.

### **DISTINGUISHING CHARACTERISTICS**

**Recreation Leader I:** This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Recreation Leader II and III:** These are full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

### **SUPERVISION EXERCISED**

**Recreation Leader I**

Exercises no supervision.

**Recreation Leader II and III**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Respond to questions and inquiries from program participants, parents of participants, and the public; provide information to resolve complaints or inquiries.

Responsible for on-site management of assigned center including scheduling use of facility; plan, coordinate, publicize and implement community leisure service programs.

Train, lead, schedule and evaluate part-time and contractual personnel; interpret departmental policy; arranges and schedules facilities, equipment and activities.

Meet and work with staff, user and community groups; prepare and administer center budget; prepare and monitor records; write correspondence and reports.

Maintain reports and documentation applicable to assigned duties including progress reports on program participants and skills assessment; keep liability forms up to date.

Assist in organizing, set-up, and supervision of recreation and City activities.

Open and close recreational and City facilities; set up and take down equipment.

Assist the head coaches in other areas of work as necessary.

Organize, coordinate, supervise, and perform the work of part time staff responsible for running a variety of recreational sports programs.

Promote recreational programs to the public; organize and administer fund raising events; develop promotional materials such as brochures or flyers.

Prepare and present awards and certificates to program participants.

Supervise and instruct recreational programs.

Assist the Recreation Coordinators and Supervisors in the overall coordination of recreation events and activities.

Order necessary supplies including uniforms, equipment, and awards.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Recreation Leader I**

**Knowledge of:**

Principles and practices of recreation programming.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of record keeping.

Basic first aid methods and techniques.

Safety precautions and procedures.

Techniques of organizing group recreational, social, and athletic activities.

Rules and equipment pertaining to various games.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Schedule and coordinate projects; set priorities.

Work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the public.

Organize and delegate work assignments.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.



Maintain accurate records.

Plan and organize work to meet schedules and timelines.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Experience in recreation leadership and programs is desirable.

**Training:**

Equivalent to a high school diploma.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of, or ability to obtain, CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

**Recreation Leader II and III**

In addition to the qualifications for Recreation Leader I:

**Knowledge of:**

Principles and objectives of recreation and their application to individual and group behavior.

Methods, practices, and equipment used in assigned recreation programs.

Effective recreation leadership techniques.

Grant writing, administration, and reporting.

**Ability to:**

Organize and conduct a wide variety of recreation activities for all age groups.

Promote and organize recreation activities with fellow employees and supervisors.

Schedule recreation activities.

Write clear and accurate publicity materials.

Prepare clear and concise reports.

Requisition materials and equipment.

Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.

**Minimum Qualifications:**

**Experience:**

**Recreation Leader II:** Three years of experience as a Recreation Leader I.

**Recreation Leader III:** Three years of experience as a Recreation Leader II.

**Training:**

Equivalent to a high school diploma, plus additional course work in a related area.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

**Effective Date:** July 2022

## Exhibit G

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) 5.00%

APPROXIMATELY 2.5% BETWEEN RANGES  
 FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
 APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022  
Fiscal Year 2022-2023 - WITH 5% MOU INCREASE

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
15		Hourly	\$12,4322	\$13,0539	\$13,7065	\$14,3919	\$15,1115
		Bi-weekly	\$994.58	\$1,044.31	\$1,096.52	\$1,151.35	\$1,208.92
		Monthly	\$2,155	\$2,263	\$2,376	\$2,495	\$2,619
		Annual	\$25,859.02	\$27,152.08	\$28,509.61	\$29,935.18	\$31,432.00
16	Intern I (High School)	Hourly	\$12,7431	\$13,3803	\$14,0492	\$14,7517	\$15,4883
		Bi-weekly	\$1,019.44	\$1,070.42	\$1,123.94	\$1,180.14	\$1,239.15
		Monthly	\$2,209	\$2,319	\$2,435	\$2,557	\$2,685
		Annual	\$26,505.55	\$27,831.02	\$29,222.40	\$30,683.59	\$32,217.80
17		Hourly	\$13,0816	\$13,7148	\$14,4005	\$15,1204	\$15,8765
		Bi-weekly	\$1,044.93	\$1,097.18	\$1,152.04	\$1,209.64	\$1,270.12
		Monthly	\$2,264	\$2,377	\$2,496	\$2,621	\$2,752
		Annual	\$27,168.11	\$28,526.71	\$29,952.99	\$31,450.52	\$33,023.20
18		Hourly	\$13,3882	\$14,0576	\$14,7605	\$15,4986	\$16,2735
		Bi-weekly	\$1,071.05	\$1,124.61	\$1,180.84	\$1,239.89	\$1,301.88
		Monthly	\$2,321	\$2,437	\$2,558	\$2,686	\$2,821
		Annual	\$27,847.41	\$29,239.85	\$30,701.76	\$32,237.04	\$33,848.91
19		Hourly	\$13,7228	\$14,4090	\$15,1295	\$15,8860	\$16,6802
		Bi-weekly	\$1,097.83	\$1,152.72	\$1,210.36	\$1,270.88	\$1,334.42
		Monthly	\$2,379	\$2,498	\$2,622	\$2,754	\$2,891
		Annual	\$28,543.45	\$29,970.80	\$31,469.40	\$33,042.80	\$34,694.92
20		Hourly	\$14,0660	\$14,7692	\$15,5077	\$16,2831	\$17,0973
		Bi-weekly	\$1,125.28	\$1,181.54	\$1,240.61	\$1,302.65	\$1,367.78
		Monthly	\$2,438	\$2,560	\$2,688	\$2,822	\$2,964
		Annual	\$29,257.31	\$30,719.92	\$32,255.92	\$33,868.86	\$35,562.30
21		Hourly	\$14,4176	\$15,1384	\$15,8954	\$16,6902	\$17,5247
		Bi-weekly	\$1,153.41	\$1,211.07	\$1,271.63	\$1,335.21	\$1,401.98
		Monthly	\$2,499	\$2,624	\$2,755	\$2,893	\$3,038
		Annual	\$29,988.61	\$31,487.92	\$33,062.39	\$34,715.58	\$36,451.41
22		Hourly	\$14,7781	\$15,5169	\$16,2929	\$17,1074	\$17,9628
		Bi-weekly	\$1,182.25	\$1,241.35	\$1,303.43	\$1,368.59	\$1,437.02
		Monthly	\$2,562	\$2,690	\$2,824	\$2,965	\$3,114
		Annual	\$30,738.45	\$32,275.15	\$33,889.16	\$35,563.32	\$37,362.61
23		Hourly	\$15,1475	\$15,9050	\$16,7001	\$17,5352	\$18,4118
		Bi-weekly	\$1,211.80	\$1,272.40	\$1,336.01	\$1,402.81	\$1,472.95
		Monthly	\$2,626	\$2,757	\$2,895	\$3,039	\$3,191
		Annual	\$31,506.80	\$33,082.34	\$34,736.24	\$36,473.14	\$38,296.60
24	Program Aide Intern II (Bachelor's)	Hourly	\$15,5281	\$16,3025	\$17,1176	\$17,9736	\$18,8722
		Bi-weekly	\$1,242.09	\$1,304.20	\$1,369.41	\$1,437.89	\$1,509.77
		Monthly	\$2,691	\$2,826	\$2,967	\$3,115	\$3,271
		Annual	\$32,294.39	\$33,909.11	\$35,604.69	\$37,385.05	\$39,254.11
25		Hourly	\$15,9144	\$16,7100	\$17,5456	\$18,4228	\$19,3440
		Bi-weekly	\$1,273.15	\$1,336.80	\$1,403.65	\$1,473.82	\$1,547.52
		Monthly	\$2,758	\$2,896	\$3,041	\$3,193	\$3,353
		Annual	\$33,101.93	\$34,756.90	\$36,494.87	\$38,319.40	\$40,235.48

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE ) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022

**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
26	Recreation Leader I	Hourly	\$16.3122	\$17.1277	\$17.9842	\$18.8835	\$19.8276
		Bi-weekly	\$1,304.98	\$1,370.22	\$1,438.74	\$1,510.68	\$1,586.21
		Monthly	\$2,827	\$2,969	\$3,117	\$3,273	\$3,437
		Annual	\$33,929.41	\$35,625.71	\$37,407.13	\$39,277.62	\$41,241.43
27		Hourly	\$16.7200	\$17.5561	\$18.4337	\$19.3555	\$20.3232
		Bi-weekly	\$1,337.60	\$1,404.48	\$1,474.70	\$1,548.44	\$1,625.86
		Monthly	\$2,898	\$3,043	\$3,195	\$3,355	\$3,523
		Annual	\$34,777.56	\$36,516.60	\$38,342.20	\$40,259.34	\$42,272.31
28	Intern III (Master's) Park Ambassador	Hourly	\$17.1380	\$17.9950	\$18.8946	\$19.8394	\$20.8313
		Bi-weekly	\$1,371.04	\$1,439.60	\$1,511.57	\$1,587.15	\$1,666.51
		Monthly	\$2,971	\$3,119	\$3,275	\$3,439	\$3,611
		Annual	\$35,647.08	\$37,429.58	\$39,300.77	\$41,266.00	\$43,329.20
29		Hourly	\$17.5865	\$18.4447	\$19.3671	\$20.3354	\$21.3521
		Bi-weekly	\$1,405.32	\$1,475.58	\$1,549.37	\$1,626.83	\$1,708.17
		Monthly	\$3,045	\$3,197	\$3,357	\$3,525	\$3,701
		Annual	\$36,538.33	\$38,364.99	\$40,283.56	\$42,297.60	\$44,412.45
30	Recreation Leader II	Hourly	\$18.0056	\$18.9059	\$19.8512	\$20.8438	\$21.8859
		Bi-weekly	\$1,440.45	\$1,512.47	\$1,588.10	\$1,667.51	\$1,750.88
		Monthly	\$3,121	\$3,277	\$3,441	\$3,613	\$3,794
		Annual	\$37,451.86	\$39,324.28	\$41,290.58	\$43,355.20	\$45,522.77
31		Hourly	\$18.4558	\$19.3786	\$20.3475	\$21.3648	\$22.4331
		Bi-weekly	\$1,476.47	\$1,550.29	\$1,627.80	\$1,708.18	\$1,794.65
		Monthly	\$3,199	\$3,359	\$3,527	\$3,703	\$3,888
		Annual	\$38,388.15	\$40,307.43	\$42,322.89	\$44,438.80	\$46,680.87
32		Hourly	\$18.9172	\$19.8631	\$20.8562	\$21.8990	\$22.9940
		Bi-weekly	\$1,513.38	\$1,589.04	\$1,668.49	\$1,751.92	\$1,839.52
		Monthly	\$3,279	\$3,443	\$3,615	\$3,796	\$3,986
		Annual	\$39,347.79	\$41,315.16	\$43,380.85	\$45,548.84	\$47,827.47
33		Hourly	\$19.3900	\$20.3595	\$21.3777	\$22.4465	\$23.5687
		Bi-weekly	\$1,551.20	\$1,628.76	\$1,710.21	\$1,795.72	\$1,885.50
		Monthly	\$3,361	\$3,529	\$3,705	\$3,891	\$4,085
		Annual	\$40,331.30	\$42,347.83	\$44,465.52	\$46,688.65	\$49,022.83
34	Custodian Recreation Leader III	Hourly	\$19.8749	\$20.8885	\$21.9120	\$23.0077	\$24.1580
		Bi-weekly	\$1,589.99	\$1,669.48	\$1,752.96	\$1,840.61	\$1,932.64
		Monthly	\$3,445	\$3,617	\$3,798	\$3,988	\$4,187
		Annual	\$41,339.74	\$43,406.50	\$45,576.91	\$47,855.97	\$50,248.66
35		Hourly	\$20.3717	\$21.3903	\$22.4598	\$23.5828	\$24.7620
		Bi-weekly	\$1,629.74	\$1,711.23	\$1,796.79	\$1,886.62	\$1,980.96
		Monthly	\$3,531	\$3,708	\$3,893	\$4,088	\$4,292
		Annual	\$42,373.12	\$44,491.88	\$46,716.44	\$49,052.14	\$51,505.03
36		Hourly	\$20.8810	\$21.9250	\$23.0214	\$24.1724	\$25.3810
		Bi-weekly	\$1,670.48	\$1,754.00	\$1,841.71	\$1,933.78	\$2,030.48
		Monthly	\$3,619	\$3,800	\$3,990	\$4,190	\$4,399
		Annual	\$43,432.50	\$45,603.98	\$47,884.47	\$50,278.58	\$52,792.39

**CITY OF PERRIS  
SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

**Annual Adjustment  
(MOU INCREASE ) 5.00%**

**APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM**

**STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022**

**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
37		Hourly	\$21,4030	\$22,4732	\$23,5968	\$24,7768	\$28,0155
		Bi-weekly	\$1,712.24	\$1,797.85	\$1,887.74	\$1,982.14	\$2,081.24
		Monthly	\$3,710	\$3,895	\$4,090	\$4,295	\$4,509
		Annual	\$44,518.24	\$46,744.22	\$49,081.35	\$51,535.66	\$54,112.16
38		Hourly	\$21,9382	\$23,0351	\$24,1868	\$25,3960	\$26,6659
		Bi-weekly	\$1,755.05	\$1,842.81	\$1,934.94	\$2,031.68	\$2,133.27
		Monthly	\$3,803	\$3,993	\$4,192	\$4,402	\$4,622
		Annual	\$45,631.41	\$47,912.96	\$50,308.50	\$52,823.73	\$55,465.06
39		Hourly	\$22,4865	\$23,6108	\$24,7915	\$26,0310	\$27,3326
		Bi-weekly	\$1,798.92	\$1,888.87	\$1,983.32	\$2,082.48	\$2,186.61
		Monthly	\$3,898	\$4,093	\$4,297	\$4,512	\$4,738
		Annual	\$46,772.01	\$49,110.56	\$51,566.30	\$54,144.58	\$56,851.81
40	Administrative Clerk	Hourly	\$23,0488	\$24,2012	\$25,4113	\$26,6818	\$28,0159
	Help Desk Assistant	Bi-weekly	\$1,843.90	\$1,936.09	\$2,032.90	\$2,134.55	\$2,241.27
	Maintenance Worker I	Monthly	\$3,995	\$4,195	\$4,405	\$4,625	\$4,858
	Public Information Assistant	Annual	\$47,941.46	\$50,338.43	\$52,855.44	\$55,498.19	\$58,273.10
41	Accounting Assistant	Hourly	\$23,8249	\$24,8062	\$26,0465	\$27,3489	\$28,7182
		Bi-weekly	\$1,889.99	\$1,984.50	\$2,083.72	\$2,187.91	\$2,297.29
		Monthly	\$4,095	\$4,300	\$4,515	\$4,740	\$4,977
		Annual	\$49,139.77	\$51,596.93	\$54,176.64	\$56,885.65	\$59,729.86
42	Animal Control Officer I	Hourly	\$24,2156	\$25,4263	\$26,8977	\$28,0325	\$29,4341
	Community Development Technician I	Bi-weekly	\$1,937.24	\$2,034.11	\$2,135.82	\$2,242.60	\$2,354.73
	Water Maintenance Worker I	Monthly	\$4,197	\$4,407	\$4,628	\$4,859	\$5,102
		Annual	\$50,368.35	\$52,866.78	\$55,531.32	\$58,307.65	\$61,222.91
43	Accounting Specialist I	Hourly	\$24,8209	\$26,0620	\$27,3651	\$28,7333	\$30,1700
		Bi-weekly	\$1,985.68	\$2,084.96	\$2,189.21	\$2,298.66	\$2,413.60
		Monthly	\$4,302	\$4,517	\$4,743	\$4,980	\$5,229
		Annual	\$51,627.57	\$54,209.05	\$56,919.49	\$59,785.28	\$62,753.58
44	Administrative Technician I	Hourly	\$25,4414	\$26,7135	\$28,0493	\$29,4517	\$30,9242
	Development Services Assistant I	Bi-weekly	\$2,035.31	\$2,137.08	\$2,243.94	\$2,356.14	\$2,473.94
	Maintenance Worker II	Monthly	\$4,410	\$4,630	\$4,862	\$5,105	\$5,360
	Program Assistant	Annual	\$52,918.13	\$55,564.09	\$58,342.56	\$61,259.60	\$64,322.33
45		Hourly	\$26,0775	\$27,3814	\$28,7504	\$30,1880	\$31,6974
		Bi-weekly	\$2,086.20	\$2,190.51	\$2,300.03	\$2,415.04	\$2,535.79
		Monthly	\$4,520	\$4,746	\$4,983	\$5,233	\$5,494
		Annual	\$54,241.11	\$56,953.33	\$59,800.90	\$62,790.97	\$65,930.64
46	Animal Control Officer II	Hourly	\$26,7294	\$28,0659	\$29,4692	\$30,9427	\$32,4898
	Community Development Technician II	Bi-weekly	\$2,138.35	\$2,245.27	\$2,357.54	\$2,475.42	\$2,599.19
	Water Maintenance Worker II	Monthly	\$4,633	\$4,865	\$5,108	\$5,363	\$5,632
		Annual	\$55,597.22	\$58,377.12	\$61,295.94	\$64,360.80	\$67,578.84
47	Accounting Specialist II	Hourly	\$27,3977	\$28,7676	\$30,2059	\$31,7163	\$33,3021
	Business License Specialist	Bi-weekly	\$2,191.81	\$2,301.40	\$2,416.48	\$2,537.30	\$2,664.17
		Monthly	\$4,749	\$4,986	\$5,236	\$5,497	\$5,772
		Annual	\$56,987.17	\$59,836.53	\$62,828.37	\$65,969.82	\$69,286.37

**CITY OF PERRIS  
SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022

**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
48	Administrative Technician II	Hourly	\$28,082.7	\$29,486.8	\$30,961.2	\$32,509.2	\$34,134.6
	Building Technician I	Bi-weekly	\$2,246.62	\$2,358.95	\$2,476.90	\$2,600.73	\$2,730.77
	Development Services Assistant II	Monthly	\$4,868	\$5,111	\$5,367	\$5,635	\$5,917
	Maintenance Worker III	Annual	\$58,412.02	\$61,332.63	\$64,399.27	\$67,619.10	\$70,999.93
49		Hourly	\$28,784.7	\$30,223.9	\$31,735.1	\$33,322.0	\$34,988.0
		Bi-weekly	\$2,302.77	\$2,417.91	\$2,538.81	\$2,665.76	\$2,799.04
		Monthly	\$4,989	\$5,239	\$5,501	\$5,776	\$6,065
		Annual	\$59,872.15	\$62,865.77	\$66,009.01	\$69,309.69	\$72,774.94
50	Animal Control Officer III	Hourly	\$29,504.3	\$30,979.5	\$32,528.5	\$34,155.0	\$35,862.7
	Community Development Technician III	Bi-weekly	\$2,360.34	\$2,478.36	\$2,602.28	\$2,732.40	\$2,869.02
	Health Educator	Monthly	\$5,114	\$5,370	\$5,638	\$5,920	\$6,216
	Human Resources Technician I	Annual	\$61,368.96	\$64,437.39	\$67,659.35	\$71,042.32	\$74,594.48
	Recreation Coordinator						
Senior Center Coordinator							
Water Maintenance Worker III							
51	Accounting Specialist III	Hourly	\$30,241.9	\$31,753.9	\$33,341.7	\$35,008.8	\$36,759.3
	Assessment District Specialist	Bi-weekly	\$2,419.35	\$2,540.32	\$2,667.33	\$2,800.71	\$2,940.74
		Monthly	\$5,242	\$5,504	\$5,779	\$6,068	\$6,372
		Annual	\$62,903.17	\$66,048.19	\$69,350.65	\$72,818.40	\$76,459.27
52	Administrative Technician III	Hourly	\$30,998.0	\$32,547.9	\$34,175.3	\$35,884.0	\$37,678.2
	Building Technician II	Bi-weekly	\$2,479.84	\$2,603.83	\$2,734.03	\$2,870.72	\$3,014.26
	Code Compliance Officer I	Monthly	\$5,373	\$5,642	\$5,924	\$6,220	\$6,531
	Development Services Assistant III	Annual	\$64,475.86	\$67,699.80	\$71,084.70	\$74,638.65	\$78,370.71
	Facilities Maintenance Specialist						
Landscape Maintenance District Inspector							
Mechanic							
Program Coordinator							
53		Hourly	\$31,772.9	\$33,361.5	\$35,029.6	\$36,781.2	\$38,620.1
		Bi-weekly	\$2,541.84	\$2,668.92	\$2,802.37	\$2,942.49	\$3,089.61
		Monthly	\$5,507	\$5,783	\$6,072	\$6,375	\$6,694
		Annual	\$66,087.73	\$69,391.97	\$72,861.50	\$76,504.86	\$80,329.89
54	Human Resources Technician II	Hourly	\$32,567.2	\$34,195.5	\$35,905.4	\$37,700.7	\$39,585.7
	Lead Water Maintenance Worker	Bi-weekly	\$2,605.38	\$2,735.64	\$2,872.43	\$3,016.05	\$3,166.85
	Senior Animal Control Officer	Monthly	\$5,645	\$5,927	\$6,224	\$6,535	\$6,862
		Annual	\$67,739.85	\$71,128.74	\$74,683.18	\$78,417.38	\$82,338.23
55	Management Assistant	Hourly	\$33,381.4	\$35,050.5	\$36,803.1	\$38,643.3	\$40,575.4
	Senior Accounting Specialist	Bi-weekly	\$2,670.51	\$2,804.04	\$2,944.25	\$3,091.46	\$3,246.03
	Special Districts Inspector	Monthly	\$5,786	\$6,075	\$6,379	\$6,698	\$7,033
		Annual	\$69,433.30	\$72,904.96	\$76,550.46	\$80,377.98	\$84,396.79
56	Building Technician III	Hourly	\$34,215.9	\$35,926.8	\$37,723.1	\$39,609.3	\$41,589.7
	Code Compliance Officer II	Bi-weekly	\$2,737.27	\$2,874.14	\$3,017.85	\$3,168.75	\$3,327.18
	Facilities Coordinator	Monthly	\$5,931	\$6,227	\$6,539	\$6,866	\$7,209
	Parks Coordinator	Annual	\$71,169.13	\$74,727.71	\$78,464.04	\$82,387.39	\$86,506.65
	Senior Administrative Assistant						
Senior Mechanic							
Senior Recreation Coordinator							

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022

**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
57		Hourly	\$35,071.4	\$38,824.9	\$38,666.2	\$40,599.5	\$42,829.4
		Bi-weekly	\$2,805.71	\$2,945.99	\$3,093.30	\$3,247.96	\$3,410.35
		Monthly	\$6,079	\$6,383	\$6,702	\$7,037	\$7,389
		Annual	\$72,948.42	\$76,595.70	\$80,425.71	\$84,447.02	\$88,669.22
58	Accountant I	Hourly	\$35,948.2	\$37,745.5	\$39,632.8	\$41,614.4	\$43,695.2
	Audiovisual Specialist	Bi-weekly	\$2,875.86	\$3,019.64	\$3,170.62	\$3,329.15	\$3,495.61
	Combination Inspector I	Monthly	\$6,231	\$6,543	\$6,870	\$7,213	\$7,574
	Human Resources Technician III	Annual	\$74,772.24	\$78,510.70	\$82,436.19	\$86,557.94	\$90,885.95
	Information Technology Support Technician						
NPDES Coordinator							
59	Parks Crew Leader	Hourly	\$36,846.8	\$38,689.2	\$40,623.7	\$42,654.8	\$44,787.6
	Public Works Crew Leader	Bi-weekly	\$2,947.74	\$3,095.13	\$3,249.89	\$3,412.38	\$3,583.01
		Monthly	\$6,387	\$6,706	\$7,041	\$7,393	\$7,763
		Annual	\$76,641.29	\$80,473.45	\$84,497.24	\$88,721.94	\$93,158.24
60	Code Compliance Officer III	Hourly	\$37,768.0	\$39,656.4	\$41,639.2	\$43,721.2	\$45,907.3
	Fire Prevention Inspector	Bi-weekly	\$3,021.44	\$3,172.51	\$3,331.14	\$3,497.70	\$3,672.58
	Geographic Information Systems Analyst	Monthly	\$6,546	\$6,874	\$7,217	\$7,578	\$7,957
		Annual	\$78,557.37	\$82,485.34	\$86,609.59	\$90,940.09	\$95,487.17
61	Assistant Planner	Hourly	\$38,712.3	\$40,647.8	\$42,680.3	\$44,814.2	\$47,054.9
	Project Coordinator	Bi-weekly	\$3,096.98	\$3,251.83	\$3,414.42	\$3,585.13	\$3,764.39
		Monthly	\$6,710	\$7,046	\$7,398	\$7,768	\$8,156
		Annual	\$80,521.53	\$84,547.47	\$88,775.02	\$93,213.45	\$97,874.16
62	Accountant II	Hourly	\$39,680.0	\$41,664.1	\$43,747.2	\$45,934.5	\$48,231.2
	Combination Inspector II	Bi-weekly	\$3,174.40	\$3,333.12	\$3,499.76	\$3,674.76	\$3,858.50
	Deputy City Clerk	Monthly	\$6,878	\$7,222	\$7,583	\$7,962	\$8,360
	Human Resources Analyst	Annual	\$82,534.50	\$86,661.24	\$90,994.24	\$95,543.80	\$100,320.99
	Legislative Analyst						
Management Analyst							
Public Works Program Coordinator							
Special Districts Coordinator							
63	Assistant City Clerk	Hourly	\$40,672.0	\$42,705.6	\$44,840.9	\$47,083.0	\$49,437.1
	Construction Manager	Bi-weekly	\$3,253.76	\$3,416.45	\$3,587.27	\$3,766.64	\$3,954.97
	Executive Assistant	Monthly	\$7,050	\$7,402	\$7,772	\$8,161	\$8,569
		Annual	\$84,597.69	\$88,827.74	\$93,269.02	\$97,932.58	\$102,829.10
64		Hourly	\$41,688.9	\$43,773.3	\$45,961.9	\$48,260.0	\$50,673.0
		Bi-weekly	\$3,335.11	\$3,501.86	\$3,676.95	\$3,860.80	\$4,053.84
		Monthly	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
		Annual	\$86,712.90	\$91,048.38	\$95,600.80	\$100,380.84	\$105,399.90
65	Associate Planner	Hourly	\$42,731.0	\$44,867.6	\$47,111.1	\$49,466.5	\$51,939.8
	Plans Examiner	Bi-weekly	\$3,418.48	\$3,589.41	\$3,768.88	\$3,957.32	\$4,155.19
	Project Manager	Monthly	\$7,407	\$7,777	\$8,166	\$8,574	\$9,003
	Public Information Officer	Annual	\$88,880.46	\$93,324.59	\$97,991.00	\$102,890.37	\$108,034.82
	Senior Code Compliance Officer						

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (NON MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022

**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
66	Combination Inspector III	Hourly	\$43,799.3	\$45,989.3	\$48,288.8	\$50,703.2	\$53,238.3
		Bi-weekly	\$3,503.94	\$3,679.15	\$3,863.10	\$4,056.25	\$4,259.06
		Monthly	\$7,582	\$7,971	\$8,370	\$8,789	\$9,228
		Annual	\$91,102.52	\$95,657.79	\$100,440.68	\$105,462.59	\$110,735.63
67		Hourly	\$44,894.3	\$47,139.0	\$49,496.0	\$51,970.8	\$54,569.3
		Bi-weekly	\$3,591.54	\$3,771.12	\$3,959.68	\$4,157.67	\$4,365.54
		Monthly	\$7,782	\$8,171	\$8,579	\$8,908	\$9,459
		Annual	\$93,380.16	\$98,049.06	\$102,951.64	\$108,099.29	\$113,504.13
68		Hourly	\$46,016.7	\$48,317.6	\$50,733.3	\$53,270.0	\$55,933.5
		Bi-weekly	\$3,681.34	\$3,865.40	\$4,058.66	\$4,261.80	\$4,474.68
		Monthly	\$7,976	\$8,375	\$8,794	\$9,233	\$9,695
		Annual	\$95,714.79	\$100,500.53	\$105,525.29	\$110,801.53	\$116,341.73
69	Senior Planner Senior Plans Examiner Senior Projects Planner	Hourly	\$47,167.1	\$49,525.4	\$52,001.6	\$54,601.8	\$57,331.8
		Bi-weekly	\$3,773.36	\$3,962.03	\$4,160.13	\$4,368.15	\$4,586.55
		Monthly	\$8,176	\$8,584	\$9,014	\$9,464	\$9,938
		Annual	\$98,107.48	\$103,012.91	\$108,163.41	\$113,571.81	\$119,250.22
70	Grants Manager Project Manager Senior Combination Inspector Senior Construction Manager	Hourly	\$48,346.3	\$50,763.6	\$53,301.8	\$55,966.9	\$58,765.3
		Bi-weekly	\$3,867.71	\$4,061.09	\$4,264.15	\$4,477.35	\$4,701.22
		Monthly	\$8,380	\$8,799	\$9,239	\$9,701	\$10,186
		Annual	\$100,560.37	\$105,588.34	\$110,867.79	\$116,411.20	\$122,231.74



**Exhibit H**

<b>CITY OF PERRIS</b> <b>SALARY RANGE PLACEMENT SCHEDULE (MANAGEMENT ONLY)</b>	<b>Annual Adjustment</b> <b>(MOU INCREASE )</b> <span style="color: red;">5.00%</span>
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APPROXIMATELY 2.5% BETWEEN RANGES  
 FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
 APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022

Fiscal Year 2022-2023 - WITH 5% MOU INCREASE

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
63	Community Services Supervisor	Hourly	\$40,511.11	\$42,536.71	\$44,663.51	\$46,896.71	\$49,241.51
	Information Technology Supervisor	Bi-weekly	\$3,240.89	\$3,402.94	\$3,573.08	\$3,751.74	\$3,939.32
	Parks Supervisor	Monthly	\$7,022	\$7,373	\$7,742	\$8,129	\$8,535
	Public Health Supervisor	Annual	\$84,263	\$88,476	\$92,900	\$97,545	\$102,422
	Public Works Supervisor						
	Operations Supervisor						
	Special Districts Supervisor						
70	Accounting Supervisor	Hourly	\$48,155.11	\$50,562.81	\$53,091.01	\$55,745.51	\$58,532.81
		Bi-weekly	\$3,852.41	\$4,045.03	\$4,247.28	\$4,459.64	\$4,682.62
		Monthly	\$8,347	\$8,764	\$9,202	\$9,663	\$10,146
		Annual	\$100,163	\$105,171	\$110,429	\$115,951	\$121,748
71		Hourly	\$49,358.91	\$51,826.81	\$54,418.31	\$57,139.21	\$59,996.01
		Bi-weekly	\$3,948.71	\$4,146.14	\$4,353.46	\$4,571.13	\$4,799.68
		Monthly	\$8,556	\$8,983	\$9,432	\$9,904	\$10,399
		Annual	\$102,666	\$107,800	\$113,190	\$118,849	\$124,792
72	Accounting Supervisor	Hourly	\$50,592.81	\$53,122.51	\$55,778.61	\$58,567.61	\$61,495.91
	Code Compliance Supervisor	Bi-weekly	\$4,047.43	\$4,249.80	\$4,462.29	\$4,685.41	\$4,919.67
	Community Services Supervisor	Monthly	\$8,769	\$9,208	\$9,668	\$10,152	\$10,659
	Counter Services Supervisor	Annual	\$105,233	\$110,495	\$116,020	\$121,821	\$127,912
	Human Resources and Risk Supervisor						
	Information Technology Supervisor						
	Operations Supervisor						
	Parks Supervisor						
	Public Health Supervisor						
	Public Works Supervisor						
	Principal Management Analyst						
	Special Districts Supervisor						
73	Principal Planner	Hourly	\$51,857.71	\$54,450.51	\$57,173.11	\$60,031.71	\$63,033.41
		Bi-weekly	\$4,148.61	\$4,356.04	\$4,573.85	\$4,802.53	\$5,042.67
		Monthly	\$8,989	\$9,438	\$9,910	\$10,405	\$10,926
		Annual	\$107,864	\$113,257	\$118,920	\$124,866	\$131,109
74		Hourly	\$53,154.11	\$55,811.91	\$58,602.41	\$61,532.61	\$64,609.21
		Bi-weekly	\$4,252.33	\$4,464.95	\$4,688.19	\$4,922.61	\$5,168.73
		Monthly	\$9,213	\$9,674	\$10,158	\$10,666	\$11,199
		Annual	\$110,561	\$116,089	\$121,893	\$127,988	\$134,387
75		Hourly	\$54,482.91	\$57,207.11	\$60,067.51	\$63,070.91	\$66,224.41
		Bi-weekly	\$4,358.63	\$4,576.56	\$4,805.40	\$5,045.67	\$5,297.95
		Monthly	\$9,444	\$9,916	\$10,412	\$10,932	\$11,479
		Annual	\$113,324	\$118,991	\$124,940	\$131,187	\$137,747
76		Hourly	\$55,845.01	\$58,637.41	\$61,569.11	\$64,647.61	\$67,880.01
		Bi-weekly	\$4,467.60	\$4,690.99	\$4,925.53	\$5,171.80	\$5,430.40
		Monthly	\$9,680	\$10,164	\$10,672	\$11,206	\$11,766
		Annual	\$116,158	\$121,966	\$128,064	\$134,467	\$141,190
77		Hourly	\$57,241.21	\$60,103.31	\$63,108.41	\$66,263.81	\$69,577.01
		Bi-weekly	\$4,579.29	\$4,808.27	\$5,048.67	\$5,301.10	\$5,566.16
		Monthly	\$9,922	\$10,418	\$10,939	\$11,486	\$12,060
		Annual	\$119,062	\$125,015	\$131,266	\$137,829	\$144,720

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022  
**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
78		Hourly	\$58,6722	\$61,6058	\$64,6861	\$67,9205	\$71,3164
		Bi-weekly	\$4,693.77	\$4,928.46	\$5,174.89	\$5,433.64	\$5,705.31
		Monthly	\$10,170	\$10,678	\$11,212	\$11,773	\$12,362
		Annual	\$122,038	\$128,140	\$134,547	\$141,275	\$148,338
79		Hourly	\$60,1390	\$63,1460	\$66,3032	\$69,6184	\$73,0994
		Bi-weekly	\$4,811.12	\$5,051.68	\$5,304.28	\$5,569.47	\$5,847.95
		Monthly	\$10,424	\$10,945	\$11,493	\$12,067	\$12,671
		Annual	\$125,089	\$131,344	\$137,911	\$144,806	\$152,047
80	Building Official	Hourly	\$61,6425	\$64,7247	\$67,9609	\$71,3588	\$74,9268
	Building and Safety Manager	Bi-weekly	\$4,931.40	\$5,177.97	\$5,436.87	\$5,708.71	\$5,994.15
	Code Enforcement Manager	Monthly	\$10,885	\$11,219	\$11,780	\$12,369	\$12,987
	Capital Improvement Project Manager	Annual	\$128,216	\$134,627	\$141,359	\$148,426	\$155,848
	Community Services Manager						
	Economic Development and Housing Manager						
	Finance Manager						
	Human Resources and Risk Manager						
	Information Technology Manager						
	Parks Services Manager						
	Planning Manager						
	Public Works Manager						
Recreation and Public Services Manager							
Water System Superintendent							
81		Hourly	\$63,1835	\$66,3428	\$69,6599	\$73,1429	\$76,8000
		Bi-weekly	\$5,054.88	\$5,307.42	\$5,572.79	\$5,851.43	\$6,144.00
		Monthly	\$10,952	\$11,499	\$12,074	\$12,678	\$13,312
		Annual	\$131,422	\$137,993	\$144,893	\$152,137	\$159,744
82		Hourly	\$64,7632	\$68,0013	\$71,4013	\$74,9714	\$78,7200
		Bi-weekly	\$5,181.06	\$5,440.11	\$5,712.11	\$5,997.71	\$6,297.60
		Monthly	\$11,226	\$11,787	\$12,376	\$12,995	\$13,645
		Annual	\$134,707	\$141,443	\$148,515	\$155,940	\$163,738
83		Hourly	\$66,3822	\$69,7013	\$73,1864	\$76,8457	\$80,6880
		Bi-weekly	\$5,310.57	\$5,576.11	\$5,854.91	\$6,147.66	\$6,455.04
		Monthly	\$11,506	\$12,082	\$12,686	\$13,320	\$13,988
		Annual	\$138,075	\$144,979	\$152,228	\$159,839	\$167,831
84		Hourly	\$68,0418	\$71,4438	\$75,0161	\$78,7669	\$82,7053
		Bi-weekly	\$5,443.34	\$5,715.50	\$6,001.28	\$6,301.35	\$6,616.42
		Monthly	\$11,784	\$12,384	\$13,003	\$13,653	\$14,336
		Annual	\$141,527	\$148,603	\$156,033	\$163,835	\$172,027
85		Hourly	\$69,7428	\$73,2299	\$76,8914	\$80,7361	\$84,7729
		Bi-weekly	\$5,579.42	\$5,858.39	\$6,151.31	\$6,458.89	\$6,781.83
		Monthly	\$12,089	\$12,693	\$13,328	\$13,994	\$14,694
		Annual	\$145,065	\$152,318	\$159,934	\$167,931	\$176,328
86	Chief Information Officer	Hourly	\$71,4864	\$75,0608	\$78,8137	\$82,7544	\$86,8921
		Bi-weekly	\$5,718.91	\$6,004.86	\$6,305.09	\$6,620.35	\$6,951.37
		Monthly	\$12,391	\$13,011	\$13,661	\$14,344	\$15,061
		Annual	\$148,692	\$156,126	\$163,932	\$172,129	\$180,736
87		Hourly	\$73,2736	\$76,9373	\$80,7840	\$84,8234	\$89,0645
		Bi-weekly	\$5,861.89	\$6,154.98	\$6,462.72	\$6,785.87	\$7,125.16
		Monthly	\$12,701	\$13,336	\$14,003	\$14,703	\$15,438
		Annual	\$152,409	\$160,030	\$168,031	\$176,433	\$185,254

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (MANAGEMENT ONLY)**

Annual Adjustment  
(MOU INCREASE) **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022  
**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
88		Hourly	\$75.1054	\$78.8606	\$82.8037	\$86.9438	\$91.2910
		Bi-weekly	\$6,008.44	\$6,308.85	\$6,624.30	\$6,955.51	\$7,303.28
		Monthly	\$13,018	\$13,669	\$14,353	\$15,070	\$15,824
		Annual	\$156,219	\$164,030	\$172,232	\$180,843	\$189,885
89	Assistant Director of Development Services	Hourly	\$76.9830	\$80.8321	\$84.8738	\$89.1175	\$93.5734
	Assistant Director of Finance	Bi-weekly	\$6,158.64	\$6,466.57	\$6,789.91	\$7,129.40	\$7,485.87
	Assistant Director of Community Services and Housing	Monthly	\$13,344	\$14,011	\$14,711	\$15,447	\$16,219
	Assistant Director of Administrative Services	Annual	\$160,125	\$168,131	\$176,538	\$185,364	\$194,633
	Assistant Director of Public Works						
90		Hourly	\$78.9077	\$82.8530	\$86.9957	\$91.3455	\$95.9127
		Bi-weekly	\$6,312.61	\$6,628.24	\$6,959.65	\$7,307.64	\$7,673.02
		Monthly	\$13,677	\$14,361	\$15,079	\$15,833	\$16,625
		Annual	\$164,128	\$172,334	\$180,951	\$189,999	\$199,498
91		Hourly	\$80.8802	\$84.9243	\$89.1706	\$93.6290	\$98.3106
		Bi-weekly	\$6,470.42	\$6,793.95	\$7,133.65	\$7,490.32	\$7,864.84
		Monthly	\$14,019	\$14,720	\$15,456	\$16,229	\$17,040
		Annual	\$168,231	\$176,643	\$185,475	\$194,748	\$204,486
92		Hourly	\$82.9023	\$87.0474	\$91.3997	\$95.9697	\$100.7683
		Bi-weekly	\$6,632.18	\$6,963.79	\$7,311.98	\$7,677.58	\$8,061.46
		Monthly	\$14,370	\$15,088	\$15,843	\$16,635	\$17,466
		Annual	\$172,437	\$181,059	\$190,111	\$199,617	\$209,598
93		Hourly	\$84.9748	\$89.2236	\$93.6848	\$98.3691	\$103.2876
		Bi-weekly	\$6,797.99	\$7,137.89	\$7,494.78	\$7,869.53	\$8,263.00
		Monthly	\$14,729	\$15,465	\$16,239	\$17,051	\$17,903
		Annual	\$176,748	\$185,585	\$194,864	\$204,608	\$214,838
94	Director of Administrative Services	Hourly	\$87.0892	\$91.4541	\$96.0268	\$100.8283	\$105.8696
	Director of Building and Code Enforcement	Bi-weekly	\$6,967.94	\$7,316.33	\$7,682.15	\$8,066.27	\$8,469.57
	Director of Community Services	Monthly	\$15,097	\$15,852	\$16,645	\$17,477	\$18,351
	Director of Development Services	Annual	\$181,166	\$190,225	\$199,736	\$209,723	\$220,209
	Director of Economic Development and Housing						
	Director of Finance						
95		Hourly	\$89.2767	\$93.7406	\$98.4276	\$103.3490	\$108.5163
		Bi-weekly	\$7,142.13	\$7,499.25	\$7,874.21	\$8,267.92	\$8,681.31
96	Deputy City Manager	Monthly	\$15,475	\$16,248	\$17,061	\$17,914	\$18,809
		Annual	\$185,695	\$194,980	\$204,729	\$214,966	\$225,714
		Hourly	\$91.5087	\$96.0840	\$100.8882	\$105.9327	\$111.2294
		Bi-weekly	\$7,320.70	\$7,686.72	\$8,071.05	\$8,474.62	\$8,898.35
97		Monthly	\$15,862	\$16,655	\$17,487	\$18,362	\$19,280
		Annual	\$190,338	\$199,855	\$209,847	\$220,340	\$231,357
		Hourly	\$93.7966	\$98.4861	\$103.4104	\$108.5811	\$114.0101
		Bi-weekly	\$7,503.73	\$7,878.89	\$8,272.83	\$8,686.49	\$9,120.81
		Monthly	\$16,258	\$17,071	\$17,924	\$18,821	\$19,762
		Annual	\$195,097	\$204,851	\$215,094	\$225,849	\$237,141

**CITY OF PERRIS**  
**SALARY RANGE PLACEMENT SCHEDULE (MANAGEMENT ONLY)**

**Annual Adjustment**  
**(MOU INCREASE )** **5.00%**

APPROXIMATELY 2.5% BETWEEN RANGES  
 FIVE STEPS; APPROXIMATELY 5% BETWEEN STEPS  
 APPROXIMATELY 20% BETWEEN SALARY MINIMUM AND MAXIMUM

STARTING FIRST FULL PAY PERIOD AFTER JULY 1, 2022  
**Fiscal Year 2022-2023 - WITH 5% MOU INCREASE**

Range #	Recommended Title	Pay Period	Step A	Step B	Step C	Step D	Step E
98	Assistant City Manager	Hourly	\$96,141.3	\$100,948.3	\$105,995.6	\$111,295.6	\$116,860.4
		Bi-weekly	\$7,691.30	\$8,075.86	\$8,479.65	\$8,903.65	\$9,348.83
		Monthly	\$16,664	\$17,498	\$18,373	\$19,291	\$20,256
		Annual	\$199,974	\$209,972	\$220,471	\$231,495	\$243,070
99		Hourly	\$98,544.9	\$103,471.9	\$108,645.5	\$114,078.0	\$119,781.9
		Bi-weekly	\$7,883.59	\$8,277.75	\$8,691.64	\$9,126.24	\$9,582.55
		Monthly	\$17,081	\$17,935	\$18,832	\$19,774	\$20,762
		Annual	\$204,973	\$215,222	\$225,983	\$237,282	\$249,146
100		Hourly	\$101,008.4	\$106,058.8	\$111,361.7	\$116,929.9	\$122,776.4
		Bi-weekly	\$8,080.67	\$8,484.70	\$8,908.94	\$9,354.39	\$9,822.11
		Monthly	\$17,508	\$18,384	\$19,303	\$20,268	\$21,281
		Annual	\$210,098	\$220,602	\$231,632	\$243,214	\$255,375
N/A	City Manager Salary set by agreement Range placement is not applicable	Hourly					\$127,811.9
		Bi-weekly					\$10,208.95
		Monthly					\$22,119
		Annual					\$265,433