



**TO:** Mayor and Councilmembers

**FROM:** Kristine Schmidt, Assistant City Manager

**CONTACT:** Todd Mitchell, HR/Risk Manager

**SUBJECT:** Amendment to the City of Goleta Schedule of Authorized Positions and Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23

**RECOMMENDATIONS:**

Adopt Resolution No. 21-\_\_ entitled, “A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23, to Reclassify a Senior Project Engineer to Senior Engineer, Reclassify the Traffic Engineer to Principal Civil Engineer, Reclassify the Capital Improvement Program Manager to Principal Civil Engineer, Update the Classification Specification for Principal Civil Engineer, and Add Two Limited-Term Library Assistant Positions.”

**BACKGROUND:**

On June 15, 2021, the City Council adopted Resolution No. 21-31 which approved the City of Goleta’s Schedule of Authorized Positions and the City’s Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23. The Salary Schedule and Classification Plan is part of the Two-Year Budget Plan that was also adopted on that date for FY 2021/22 and FY 2022/23.

On July 20, 2021, City Council adopted Resolution No. 21-35 which amended the City of Goleta’s Schedule of Authorized Positions and the City’s Salary Schedule and Classification Plan for Fiscal Year 2021/22 and 2022/23. The amendments included reclassifying the Neighborhood Services and Public Safety Director to “Neighborhood Services Director,” reclassifying the Library Director to “Library Director (Assistant Neighborhood Services Director)” and reclassifying the Principal Project Manager to the “General Services Director” with related salary changes and amendments to approved job specifications effective July 31, 2021. The salary of the Planning and Environmental Review Director was also adjusted, but a proposed change of that department name and director’s title to “Community Development” was placed on hold until further discussion could occur.

Staff recommends three Public Works Department adjustments to the City's Schedule of Authorized Positions and the City's Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23 to better meet that department's needs: 1) Reclassification of a Senior Project Engineer to Senior Engineer; 2) Reclassification of the Traffic Engineer to Principal Civil Engineer and 3) Reclassification of the Capital Improvement Program Manager to Principal Civil Engineer. An update to the Classification Specific for Principal Civil Engineer is also recommended.

Staff also recommends that two Limited-Term part-time Library Assistant positions (0.75 FTE total) be added to list of authorized positions for transparency and tracking.

## **DISCUSSION:**

The Public Works Department, with the support of the Personnel Officer, wishes to make certain cost-neutral classification changes to better support the workload in the department. The first recommendation is to reclassify a vacant Senior Project Engineer (a grandfathered class) to a "Senior Engineer", an existing classification, which better reflects the duties and scope of authority/accountability of the position. This will result in an annual salary and benefit cost reduction of approximately \$30,300 for that position (from Range 115 to Range 113). Staff have also made an administrative correction to reflect that the Senior Engineer classification is not eligible for specialty pay for being a registered civil engineer, since registration is a minimum qualification for the job.

Concurrently, staff wish to reclassify the vacant Traffic Engineer position to a Principal Civil Engineer (from Range 114 to Range 115). This would result in an annual salary and benefit cost increase of \$27,700 for that position. Staff also recommend reclassifying the vacant Capital Improvement Program Manager to Principal Civil Engineer, which would not change the salary and would be a cost-neutral title change only. The reclassification will result in the Public Works Department having three Principal Civil Engineers (who will carry the working title "Engineering Manager" in daily use). The classification of Principal Civil Engineer is widely used in the public sector as the first management level in the professional engineering classification series.

It is hoped that this change will have positive impacts on the Public Works Department's ability to attract, retain, and develop talented staff. Each position will have a different focus: one (the vacant existing Principal Civil Engineer) will focus on land development engineering, one will manage the Capital Improvement Program, and one will manage Traffic and Transportation. Two of the positions (the existing Principal Civil Engineer and the Capital Improvement Program position) are already management positions with similar training and education requirements and an equivalent level of duties; assigning them to the same classification will allow the department more flexibility in recruiting and assigning qualified candidates or employees between the positions. The traffic and transportation position also has similar training and education requirements, it has been extremely difficult to recruit for at the current non-management level, and it has increased in complexity as the City better plans and organizes its traffic management functions to the point where a management class is justified. This will free the Public Works Director

from the need to actively manage the program. Having the three positions in the same classification also creates opportunities for seamless mutual support and for cross-training to enhance staff development and succession planning within the department. All three will have the ability to supervise and/or mentor subordinate professional and paraprofessional engineering staff in the department. All will oversee the performance and quality of contract professional engineering services, as well.

Finally, staff recommends that two limited-term part-time Library Assistant positions be added to list of authorized positions for transparency and tracking. These positions work on the new Bookvan and are grant funded for service to the Isla Vista community through approximately June 2023. Thereafter, staff will assess the continued need for these positions and possible funding sources to continue Bookvan service in Isla Vista and/or other Goleta Valley Library service areas. These positions work 15 hours per week, but are not temporary positions in the typical sense, and so are better reflected as Council-approved limited-term jobs. The cost of these positions is already reflected in the current fiscal year budget.

### **FISCAL IMPACTS:**

The net budget impact of the two Public Works salary changes recommended herein (Senior Project Engineer to Senior Engineer, and Traffic Engineer to Principal Civil Engineer) will be a \$2,600 savings (\$30,300-\$27,700) per year. Therefore, no additional appropriations are needed in the current fiscal year.

There is no budget change related to the other actions in this report.

While it is not directly related to this action, given the longstanding difficulty in recruiting for engineering management positions, staff plan to secure the services of a professional recruiter to assist with developing a candidate pool for the engineering management positions. It is anticipated that this cost will fall under the City Manager's contracting authority. Should additional funds be needed for this effort, Human Resources will request additional funds with mid-year budget adjustments.

### **ALTERNATIVES:**

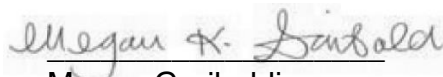
Council could decline to proceed with the changes or request additional information from staff.


**Reviewed By:**

**Legal Review By:**

**Approved By:**

  
Kristine Schmidt  
Assistant City Manager

  
Megan Garibaldi  
City Attorney

  
Michelle Greene  
City Manager

**ATTACHMENTS:**

1. Resolution No. 21-\_\_ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23, to Reclassify a Senior Project Engineer to Senior Engineer, Reclassify the Traffic Engineer to Principal Civil Engineer, Reclassify the Capital Improvement Program Manager to Principal Civil Engineer, Update the Classification Specification for Principal Civil Engineer, and Add Two Limited-Term Library Assistant Positions."

Attachment 1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2021/22 AND FY 2022/23, TO RECLASSIFY A SENIOR PROJECT ENGINEER TO SENIOR ENGINEER, RECLASSIFY THE TRAFFIC ENGINEER TO PRINCIPAL CIVIL ENGINEER, RECLASSIFY THE CAPITAL IMPROVEMENT PROGRAM MANAGER TO PRINCIPAL CIVIL ENGINEER, UPDATE THE CLASSIFICATION SPECIFICATION FOR PRINCIPAL CIVIL ENGINEER, AND ADD TWO LIMITED-TERM LIBRARY ASSISTANT POSITIONS.

## RESOLUTION NO. 21-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2021/22 AND FY 2022/23, TO RECLASSIFY A SENIOR PROJECT ENGINEER TO SENIOR ENGINEER, RECLASSIFY THE TRAFFIC ENGINEER TO PRINCIPAL CIVIL ENGINEER, RECLASSIFY THE CAPITAL IMPROVEMENT PROGRAM MANAGER TO PRINCIPAL CIVIL ENGINEER, UPDATE THE CLASSIFICATION SPECIFICATION FOR PRINCIPAL CIVIL ENGINEER, AND ADD TWO LIMITED-TERM LIBRARY ASSISTANT POSITIONS.**

**WHEREAS**, the Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

**WHEREAS**, the City Manager recommended appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23, which included a schedule of authorized positions, personnel classifications, and compensation ranges; and

**WHEREAS**, on June 15, 2021, the City Council adopted said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23; and

**WHEREAS**, on July 20, 2021, the City Council amended said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23; and

**WHEREAS**, the City Council has reviewed the proposed amended authorized positions, personnel classification specifications, compensation ranges, and budget adjustments for Fiscal Year 2021/22 and 2022/23 and does hereby find the recommendation to be necessary and in the City's best interest.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:**

### **SECTION 1.**

The City of Goleta Salary Schedule and Classification Plan included herein as Exhibit A and Exhibit B, respectively, for Fiscal Year 2021/22 and Fiscal Year 2022/23 is amended to reclassify the Traffic Engineer to Principal Civil Engineer, reclassify the Capital Improvement Program Manager to Principal Civil Engineer, and update the Classification Specification for Principal Civil

Engineer and is hereby approved and adopted to supersede any prior Salary Schedule and Classification Plan.

**SECTION 2.**

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2021/22 and Fiscal Year 2022/23 included herein as Exhibit C is amended to reclassify a Senior Project Engineer to Senior Engineer, reclassify a Traffic Engineer to Principal Civil Engineer, reclassify a Capital Improvement Program Manager to Principal Civil Engineer and add two limited-term Library Assistant positions and is hereby approved and adopted to supersede any prior schedule of authorized positions effective November 2, 2021.

**SECTION 3.**

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of November 2021.

---

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

---

DEBORAH S. LOPEZ  
CITY CLERK

---

MEGAN GARIBALDI  
CITY ATTORNEY

STATE OF CALIFORNIA            )  
COUNTY OF SANTA BARBARA    )  
CITY OF GOLETA                 )       ss.

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO  
HEREBY CERTIFY that the foregoing Resolution No. 21-\_\_\_\_ was duly adopted by  
the City Council of the City of Goleta at a regular meeting held on the 16<sup>th</sup> day of  
November 2021, by the following roll call vote of the City Council:

AYES:       COUNCILMEMBERS

NOES:       COUNCILMEMBERS

ABSENT:     COUNCILMEMBERS

(SEAL)

\_\_\_\_\_  
DEBORAH S. LOPEZ  
CITY CLERK



EXHIBIT A  
CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FISCAL YEAR  
2021/22

**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2021-22**

CLASSIFICATION TITLE	GRADE NO.	CATEGORY B.U. / FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Hall Receptionist	100	<b>G / NE</b>	HOURLY	19.34	20.31	21.33	22.39	23.51	24.69
			BI-WEEKLY	1,548	1,625	1,706	1,792	1,881	1,975
			MONTHLY	3,353	3,521	3,697	3,882	4,076	4,280
			ANNUAL	40,237	42,249	44,362	46,580	48,909	51,354
Maintenance Worker I	101	<b>G / NE</b>	HOURLY	20.51	21.53	22.61	23.74	24.92	26.17
Records Technician/Recording Clerk		<b>G / NE</b>	BI-WEEKLY	1,640	1,722	1,809	1,899	1,994	2,094
Library Assistant I		<b>G / NE</b>	MONTHLY	3,554	3,732	3,919	4,115	4,320	4,536
			ANNUAL	42,652	44,784	47,024	49,375	51,843	54,436
Maintenance Worker II	102	<b>G / NE</b>	HOURLY	21.94	23.04	24.19	25.40	26.67	28.00
Office Specialist		<b>G / NE</b>	BI-WEEKLY	1,755	1,843	1,935	2,032	2,134	2,240
Library Assistant II		<b>G / NE</b>	MONTHLY	3,803	3,993	4,193	4,403	4,623	4,854
			ANNUAL	45,637	47,919	50,315	52,831	55,472	58,246
Senior Office Specialist	103	<b>G / NE</b>	HOURLY	23.48	24.65	25.88	27.18	28.54	29.96
Library Technician		<b>G / NE</b>	BI-WEEKLY	1,878	1,972	2,071	2,174	2,283	2,397
			MONTHLY	4,069	4,273	4,486	4,711	4,946	5,194
			ANNUAL	48,832	51,274	53,837	56,529	59,356	62,323
Accounting Specialist	104	<b>G / NE</b>	HOURLY	25.36	26.62	27.95	29.35	30.82	32.36
Permit Technician		<b>G / NE</b>	BI-WEEKLY	2,028	2,130	2,236	2,348	2,466	2,589
Senior Library Technician		<b>G / E</b>	MONTHLY	4,395	4,615	4,845	5,088	5,342	5,609
Facilities Maintenance Technician		<b>G / NE</b>	ANNUAL	52,739	55,375	58,144	61,051	64,104	67,309
Administrative Assistant	105	<b>G(*) / NE</b>	HOURLY	27.38	28.75	30.19	31.70	33.28	34.95
Lead Maintenance Worker		<b>G / NE</b>	BI-WEEKLY	2,191	2,300	2,415	2,536	2,663	2,796
Public Affairs Assistant		<b>G / NE</b>	MONTHLY	4,746	4,984	5,233	5,495	5,769	6,058
Librarian I		<b>M / NE</b>	ANNUAL	56,958	59,805	62,796	65,936	69,232	72,694
Assistant Engineering Technician		<b>G / NE</b>							
Public Works Supervisor	106	<b>M / NE</b>	HOURLY	29.57	31.05	32.61	34.24	35.95	37.74
Librarian II		<b>M / NE</b>	BI-WEEKLY	2,366	2,484	2,608	2,739	2,876	3,020
Associate Engineering Technician		<b>G / NE</b>	MONTHLY	5,126	5,382	5,652	5,934	6,231	6,542
			ANNUAL	61,514	64,590	67,819	71,210	74,771	78,509
Assistant Planner	107	<b>G / NE</b>	HOURLY	31.94	33.54	35.21	36.97	38.82	40.76
Legal Office Assistant		<b>C / NE</b>	BI-WEEKLY	2,555	2,683	2,817	2,958	3,106	3,261
Management Assistant		<b>G(*) / NE</b>	MONTHLY	5,536	5,813	6,104	6,409	6,729	7,066
Senior Engineering Technician		<b>G / NE</b>	ANNUAL	66,435	69,757	73,245	76,907	80,753	84,790
Accountant	108	<b>G(*) / NE</b>	HOURLY	34.50	36.22	38.03	39.93	41.93	44.03
Budget Analyst		<b>C / NE</b>	BI-WEEKLY	2,760	2,898	3,042	3,195	3,354	3,522
Code Compliance Officer		<b>G / NE</b>	MONTHLY	5,979	6,278	6,592	6,922	7,268	7,631
Deputy City Clerk		<b>M / E</b>	ANNUAL	71,750	75,338	79,105	83,060	87,213	91,573
Executive Assistant		<b>C / E</b>							
Public Works Inspector		<b>G / NE</b>							
Assistant Engineer*	109	<b>G / NE</b>	HOURLY	37.25	39.12	41.07	43.13	45.28	47.55
Emergency Services Coordinator		<b>G / E</b>	BI-WEEKLY	2,980	3,129	3,286	3,450	3,623	3,804
Human Resources Analyst		<b>C / E</b>	MONTHLY	6,458	6,780	7,119	7,475	7,849	8,242
Human Resources Analyst/DEI Officer		<b>C / E</b>	ANNUAL	77,490	81,365	85,433	89,705	94,190	98,899
Management Analyst		<b>M(*) / E</b>							
Environmental Services Specialist		<b>M / NE</b>							
Associate Planner	110	<b>G / NE</b>	HOURLY	40.24	42.25	44.36	46.58	48.91	51.35
Senior Legal Analyst		<b>C / E</b>	BI-WEEKLY	3,219	3,380	3,549	3,726	3,913	4,108
			MONTHLY	6,974	7,323	7,689	8,073	8,477	8,901
			ANNUAL	83,689	87,874	92,268	96,881	101,725	106,811
Associate Engineer**	111	<b>G / NE</b>	HOURLY	43.45	45.63	47.91	50.30	52.82	55.46
Supervising Librarian		<b>M / E</b>	BI-WEEKLY	3,476	3,650	3,833	4,024	4,226	4,437
			MONTHLY	7,532	7,909	8,304	8,719	9,155	9,613
			ANNUAL	90,385	94,904	99,649	104,631	109,863	115,356
Environmental Services Coordinator	112	<b>M / E</b>	HOURLY	46.93	49.28	51.74	54.33	57.04	59.90
Senior Management Analyst		<b>C / E</b>	BI-WEEKLY	3,754	3,942	4,139	4,346	4,564	4,792
Project Manager		<b>M / E</b>	MONTHLY	8,135	8,541	8,968	9,417	9,888	10,382
Public Information Officer		<b>C / E</b>	ANNUAL	97,615	102,496	107,621	113,002	118,652	124,585
Senior Planner		<b>M / E</b>							
Sustainability Coordinator		<b>M / E</b>							

Effective: November 16, 2021  
Revised : July 1, 2021  
February 18, 2020  
January 4, 2020  
December 3, 2019  
July 6, 2019  
January 5, 2019

**CITY OF GOLETA, CALIFORNIA**  
**SALARY SCHEDULE FY 2021-22**  
**M / E**

Senior Housing Analyst

<b>Category or Bargaining Unit</b>	<b>Fair Labor Standards Act Classification</b>
C = Confidential	NE = Non Exempt from overtime
G = General Unit	E = Exempt from overtime
M = Miscellaneous Unit	
M/M = Mid-Management	
M/C = Conf. Management	
E = Executive Management	
* May be confidential, depening on assignment	

<b>CLASSIFICATION TITLE</b>	<b>GRADE NO.</b>	<b>CATEGORY B.U./FLSA</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Accounting Manager	113	<b>M/C / E</b>	HOURLY	51.15	53.71	56.40	59.22	62.18	65.29
Community Relations Manager		<b>M/C / E</b>	BI-WEEKLY	4,092	4,297	4,512	4,737	4,974	5,223
Economic Development Coord.		<b>M / E</b>	MONTHLY	8,867	9,310	9,776	10,264	10,778	11,316
HR / Risk Manager		<b>M/C / E</b>	ANNUAL	106,401	111,721	117,307	123,172	129,331	135,797
Parks and Recreation Manager		<b>M/M / E</b>							
Library Services Manager		<b>M/M / E</b>							
Assistant to the City Manager		<b>M/C / E</b>							
Senior Engineer		<b>M / E</b>							
Sustainability Manager		<b>M/M / E</b>							
Deputy City Attorney	114	<b>C / E</b>	HOURLY	55.76	58.55	61.47	64.55	67.77	71.16
Supervising Senior Planner		<b>M / E</b>	BI-WEEKLY	4,461	4,684	4,918	5,164	5,422	5,693
			MONTHLY	9,665	10,148	10,655	11,188	11,748	12,335
			ANNUAL	115,977	121,776	127,864	134,258	140,971	148,019
City Clerk	115	<b>E - E</b>	HOURLY	60.78	63.82	67.01	70.36	73.87	77.57
Planning Manager		<b>M/M / E</b>	BI-WEEKLY	4,862	5,105	5,360	5,628	5,910	6,205
Principal Civil Engineer		<b>M/M / E</b>	MONTHLY	10,535	11,061	11,614	12,195	12,805	13,445
Public Works Manager		<b>M/M / E</b>	ANNUAL	126,415	132,735	139,372	146,341	153,658	161,341
<i>Senior Project Engineer - grandfathered class</i>		<b>M - E</b>							
Principal Project Manager		<b>M/M / E</b>							
Parks and Open Space Manager		<b>M/M / E</b>							
Deputy Public Works Director	116	<b>M/M / E</b>	HOURLY	66.25	69.56	73.04	76.69	80.52	84.55
Library Director (Asst. Neighborhood Services Director)		<b>M/M / E</b>	BI-WEEKLY	5,300	5,565	5,843	6,135	6,442	6,764
			MONTHLY	11,483	12,057	12,660	13,293	13,957	14,655
			ANNUAL	137,792	144,682	151,916	159,511	167,487	175,861
Assistant City Attorney	117	<b>E / E</b>	HOURLY	72.21	75.82	79.61	83.59	87.77	92.16
Finance Director		<b>E / E</b>	BI-WEEKLY	5,777	6,065	6,369	6,687	7,022	7,373
Neighborhood Services Director		<b>E / E</b>	MONTHLY	12,516	13,142	13,799	14,489	15,213	15,974
General Services Director		<b>E / E</b>	ANNUAL	150,193	157,703	165,588	173,868	182,561	191,689
Public Works Director***	118	<b>E / E</b>	HOURLY	78.71	82.64	86.77	91.11	95.67	100.45
Planning & Environmental Review Director <sup>1</sup>		<b>E / E</b>	BI-WEEKLY	6,297	6,611	6,942	7,289	7,654	8,036
			MONTHLY	13,643	14,325	15,041	15,793	16,583	17,412
			ANNUAL	163,711	171,896	180,491	189,516	198,991	208,941
Assistant City Manager	119	<b>E / E</b>	HOURLY	82.64	86.77	91.11	95.67	100.45	105.47
			BI-WEEKLY	6,611	6,942	7,289	7,654	8,036	8,438
			MONTHLY	14,325	15,041	15,793	16,583	17,412	18,282
			ANNUAL	171,896	180,491	189,516	198,991	208,941	219,388
City Manager			ANNUAL	267,883					

<sup>1</sup> Title Under Review

\*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.

\*\*If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.

\*\*\*If also serving as City Engineer, this position will receive a 5% pay differential at each step.

<b>Category</b>	<b>Fair Labor Standards Act Classification</b>
C = Confidential	NE = Non Exempt from overtime
G = General Unit	E = Exempt from overtime
M = Miscellaneous Unit	
M/M = Mid-Management	
M/C = Conf. Management	
E = Executive Management	
* May be confidential, depening on assignment	

Effective: November 16, 2021  
Revised : July 1, 2021  
February 18, 2020  
January 4, 2020  
December 3, 2019  
July 6, 2019  
January 5, 2019

## **CITY OF GOLETA, CALIFORNIA PRINCIPAL CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, to plan, organize and manage the activities of an assigned Public Works Department engineering division which may include the areas of capital improvement program, traffic and transportation, land development engineering or others; perform difficult and responsible administrative, technical and civil engineering work; supervise the work of staff and contractors working on a variety of public projects; coordinate activities with other departments, governmental agencies, and other outside organizations; and to provide technical and administrative staff assistance.

### **CLASS CHARACTERISTICS**

This is the management level class in the professional engineering series. This classification manages an assigned engineering area or division within a major city department. Supervises supervisory, professional, paraprofessional and support level staff and contractors in completing the work activities of the division. The Principal Civil Engineer is distinguished from the Senior Engineer class by the greater degree of independence exercised in accomplishing the work, and by the level of the assignments which may involve multi-faceted issues and policy matters affecting the department and/or city-wide operations. Develops and administers the division budget. An Engineering Manager typically reports to the Public Works Director, or the Deputy Public Works Director.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Direct and implement the development of departmental goals and operating policies and procedures relative to the areas of capital improvement program, traffic and transportation, or land development engineering services.
2. Provide general direction to engineering staff and coordinate all issues needing council approval or policy direction for the division. Assign work activities, projects and programs; monitor workflow review and evaluate projects, methods and procedures.
3. Develop and administer the division budget; evaluate staffing needs, equipment, materials, and supplies with key management staff; monitor and approve expenditures.
4. Develop and administer the capital improvement budget; review and recommend approval for all construction plans including cost estimates.
5. Coordinate engineering activities with those of other departments, governmental agencies and other outside organizations; resolve problems and complaints.
6. Direct the preparation of plans and specifications in accordance with established city standards; review and sign plans; review and approve plan revisions.

7. Direct and participate in the plan check of improvement plans, grading plans, final maps and associated reports in accordance with city standards; approve plans and maps for city, review and approve plan revisions.
8. Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature. Supervise, troubleshoot, and perform quality control related to the work of consultants and contractors performing a variety of complex transportation and/or public works projects.
9. Direct and participate in review of land development projects, preparation of development conditions, review of subdivision maps, site development plans, security agreements and conformance with development codes and requirements.
10. Prepare, coordinate and review traffic studies and reports.
11. Represent the city in land development proposals.
12. Attend Planning Commission and City Council hearings for development and/or capital projects.
13. Direct and participate in the preparation and evaluation of technical studies, fee studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.
14. Serve as a member of committees as assigned, including representing the city on regional committees.
15. Select, train, motivate, supervise, develop, and maintain a high level of efficiency among assigned staff.
16. Perform related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- A bachelor's degree in engineering from an accredited college or university with major course work in civil engineering or a related field.

#### **Experience:**

- Five years of increasingly responsible and varied professional engineering experience, including a minimum of two years of experience in a supervisory capacity.

### **Knowledge and Abilities**

#### **Knowledge of (May vary depending on assignment.):**

- Advanced principles and practices of engineering and administration as applied to the design and construction of city facilities and projects.

- Methods of preparing designs, plans, specifications, estimates, reports and Engineering
- Manager recommendations relating to engineering projects.
- City policies and procedures governing engineering and traffic operations and land development.
- Applicable federal, state, and local laws, rules and regulations related to the engineering, development and construction of projects.
- Principles, practices, and techniques of public administration including budget and personnel administration.
- Principles of supervision, training, and evaluation.
- Principles and methodologies of establishing fees and assessments and spending costs to users, permittees, and property owners.

Ability to (May vary depending on assignment.):

- Plan, organize, motivate and direct the activities of assigned area of responsibility.
- Interpret applicable laws, rules and regulations.
- Develop and administer a division budget.
- Prepare and analyze technical reports, statements, contracts and legal documents.
- Supervise, train and evaluate professional and technical staff.
- Maintain effective work relationships with staff, other governmental agencies, contractors and the general public.
- Communicate clearly and concisely, both orally and in writing.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

License or Certificates:

- Possession of a valid license as a Registered Civil Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists.
- For the assignment to the area of traffic/transportation, possession of a valid license as a Traffic Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists is highly desirable, and may substitute for the state engineer registration above. In this case, the "Civil" will be dropped from the incumbent's working title. (i.e., Principal Engineer or Engineering Manager will be used).

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- **Other factors:** Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

EXHIBIT B  
CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FISCAL YEAR  
2022/23



**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2022-23**

<b>CLASSIFICATION TITLE</b>	<b>GRADE NO.</b>	<b>CATEGORY B.U. / FLSA</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
City Hall Receptionist	100	<b>G / NE</b>	HOURLY	19.34	20.31	21.33	22.39	23.51	24.69
			BI-WEEKLY	1,548	1,625	1,706	1,792	1,881	1,975
			MONTHLY	3,353	3,521	3,697	3,882	4,076	4,280
			ANNUAL	40,237	42,249	44,362	46,580	48,909	51,354
Maintenance Worker I	101	<b>G / NE</b>	HOURLY	20.51	21.53	22.61	23.74	24.92	26.17
Records Technician/Recording Clerk		<b>G / NE</b>	BI-WEEKLY	1,640	1,722	1,809	1,899	1,994	2,094
Library Assistant I		<b>G / NE</b>	MONTHLY	3,554	3,732	3,919	4,115	4,320	4,536
			ANNUAL	42,652	44,784	47,024	49,375	51,843	54,436
Maintenance Worker II	102	<b>G / NE</b>	HOURLY	21.94	23.04	24.19	25.40	26.67	28.00
Office Specialist		<b>G / NE</b>	BI-WEEKLY	1,755	1,843	1,935	2,032	2,134	2,240
Library Assistant II		<b>G / NE</b>	MONTHLY	3,803	3,993	4,193	4,403	4,623	4,854
			ANNUAL	45,637	47,919	50,315	52,831	55,472	58,246
Senior Office Specialist	103	<b>G / NE</b>	HOURLY	23.48	24.65	25.88	27.18	28.54	29.96
Library Technician		<b>G / NE</b>	BI-WEEKLY	1,878	1,972	2,071	2,174	2,283	2,397
			MONTHLY	4,069	4,273	4,486	4,711	4,946	5,194
			ANNUAL	48,832	51,274	53,837	56,529	59,356	62,323
Accounting Specialist	104	<b>G / NE</b>	HOURLY	25.36	26.62	27.95	29.35	30.82	32.36
Permit Technician		<b>G / NE</b>	BI-WEEKLY	2,028	2,130	2,236	2,348	2,466	2,589
Senior Library Technician		<b>G / E</b>	MONTHLY	4,395	4,615	4,845	5,088	5,342	5,609
Facilities Maintenance Technician		<b>G / NE</b>	ANNUAL	52,739	55,375	58,144	61,051	64,104	67,309
Administrative Assistant	105	<b>G(*) / NE</b>	HOURLY	27.38	28.75	30.19	31.70	33.28	34.95
Lead Maintenance Worker		<b>G / NE</b>	BI-WEEKLY	2,191	2,300	2,415	2,536	2,663	2,796
Public Affairs Assistant		<b>G / NE</b>	MONTHLY	4,746	4,984	5,233	5,495	5,769	6,058
Librarian I		<b>M / NE</b>	ANNUAL	56,958	59,805	62,796	65,936	69,232	72,694
Assistant Engineering Technician		<b>G / NE</b>							
Public Works Supervisor	106	<b>M / NE</b>	HOURLY	29.57	31.05	32.61	34.24	35.95	37.74
Librarian II		<b>M / NE</b>	BI-WEEKLY	2,366	2,484	2,608	2,739	2,876	3,020
Associate Engineering Technician		<b>G / NE</b>	MONTHLY	5,126	5,382	5,652	5,934	6,231	6,542
			ANNUAL	61,514	64,590	67,819	71,210	74,771	78,509
Assistant Planner	107	<b>G / NE</b>	HOURLY	31.94	33.54	35.21	36.97	38.82	40.76
Legal Office Assistant		<b>C / NE</b>	BI-WEEKLY	2,555	2,683	2,817	2,958	3,106	3,261
Management Assistant		<b>G(*) / NE</b>	MONTHLY	5,536	5,813	6,104	6,409	6,729	7,066
Senior Engineering Technician		<b>G / NE</b>	ANNUAL	66,435	69,757	73,245	76,907	80,753	84,790
Accountant	108	<b>G(*) / NE</b>	HOURLY	34.50	36.22	38.03	39.93	41.93	44.03
Budget Analyst		<b>C / NE</b>	BI-WEEKLY	2,760	2,898	3,042	3,195	3,354	3,522
Code Compliance Officer		<b>G / NE</b>	MONTHLY	5,979	6,278	6,592	6,922	7,268	7,631
Deputy City Clerk		<b>M / E</b>	ANNUAL	71,750	75,338	79,105	83,060	87,213	91,573
Executive Assistant		<b>C / E</b>							
Public Works Inspector		<b>G / NE</b>							
Assistant Engineer*	109	<b>G / NE</b>	HOURLY	37.25	39.12	41.07	43.13	45.28	47.55
Emergency Services Coordinator		<b>G / E</b>	BI-WEEKLY	2,980	3,129	3,286	3,450	3,623	3,804
Human Resources Analyst		<b>C / E</b>	MONTHLY	6,458	6,780	7,119	7,475	7,849	8,242
Human Resources Analyst/DEI Officer		<b>C / E</b>	ANNUAL	77,490	81,365	85,433	89,705	94,190	98,899
Management Analyst		<b>M(*) / E</b>							
Environmental Services Specialist		<b>M / NE</b>							
Associate Planner	110	<b>G / NE</b>	HOURLY	40.24	42.25	44.36	46.58	48.91	51.35
Senior Legal Analyst		<b>C / E</b>	BI-WEEKLY	3,219	3,380	3,549	3,726	3,913	4,108
			MONTHLY	6,974	7,323	7,689	8,073	8,477	8,901
			ANNUAL	83,689	87,874	92,268	96,881	101,725	106,811
Associate Engineer**	111	<b>G / NE</b>	HOURLY	43.45	45.63	47.91	50.30	52.82	55.46
Supervising Librarian		<b>M / E</b>	BI-WEEKLY	3,476	3,650	3,833	4,024	4,226	4,437
			MONTHLY	7,532	7,909	8,304	8,719	9,155	9,613
			ANNUAL	90,385	94,904	99,649	104,631	109,863	115,356
Environmental Services Coordinator	112	<b>M / E</b>	HOURLY	46.93	49.28	51.74	54.33	57.04	59.90
Senior Management Analyst		<b>C / E</b>	BI-WEEKLY	3,754	3,942	4,139	4,346	4,564	4,792
Project Manager		<b>M / E</b>	MONTHLY	8,135	8,541	8,968	9,417	9,888	10,382
Public Information Officer		<b>C / E</b>	ANNUAL	97,615	102,496	107,621	113,002	118,652	124,585
Senior Planner		<b>M / E</b>							
Sustainability Coordinator		<b>M / E</b>							

Effective: November 2, 2022  
Revised : July 20, 2021  
February 18, 2020  
January 4, 2020  
December 3, 2019  
July 6, 2019  
January 5, 2019

**CITY OF GOLETA, CALIFORNIA**  
**SALARY SCHEDULE FY 2022-23**  
**M / E**

Senior Housing Analyst

**Category or Bargaining Unit**

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

\* May be confidential, depending on assignment

**Fair Labor Standards Act Classification**

NE = Non Exempt from overtime

E = Exempt from overtime

<b>CLASSIFICATION TITLE</b>	<b>GRADE NO.</b>	<b>CATEGORY B.U./FLSA</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Accounting Manager	113	<b>M/C / E</b>	HOURLY	51.15	53.71	56.40	59.22	62.18	65.29
Community Relations Manager		<b>M/C / E</b>	BI-WEEKLY	4,092	4,297	4,512	4,737	4,974	5,223
Economic Development Coord.		<b>M / E</b>	MONTHLY	8,867	9,310	9,776	10,264	10,778	11,316
HR / Risk Manager		<b>M/C / E</b>	ANNUAL	106,401	111,721	117,307	123,172	129,331	135,797
Parks and Recreation Manager		<b>M/M / E</b>							
Library Services Manager		<b>M/M / E</b>							
Assistant to the City Manager		<b>M/C / E</b>							
Senior Engineer		<b>M / E</b>							
Sustainability Manager		<b>M/M / E</b>							
Deputy City Attorney	114	<b>C / E</b>	HOURLY	55.76	58.55	61.47	64.55	67.77	71.16
Supervising Senior Planner		<b>M / E</b>	BI-WEEKLY	4,461	4,684	4,918	5,164	5,422	5,693
			MONTHLY	9,665	10,148	10,655	11,188	11,748	12,335
			ANNUAL	115,977	121,776	127,864	134,258	140,971	148,019
City Clerk	115	<b>E - E</b>	HOURLY	60.78	63.82	67.01	70.36	73.87	77.57
Planning Manager		<b>M/M / E</b>	BI-WEEKLY	4,862	5,105	5,360	5,628	5,910	6,205
Principal Civil Engineer		<b>M/M / E</b>	MONTHLY	10,535	11,061	11,614	12,195	12,805	13,445
Public Works Manager		<b>M/M / E</b>	ANNUAL	126,415	132,735	139,372	146,341	153,658	161,341
<i>Senior Project Engineer - grandfathered class</i>		<b>M - E</b>							
Principal Project Manager		<b>M/M / E</b>							
Parks and Open Space Manager		<b>M/M / E</b>							
Deputy Public Works Director	116	<b>M/M / E</b>	HOURLY	66.25	69.56	73.04	76.69	80.52	84.55
Library Director (Asst. Neighborhood Services Director)		<b>M/M / E</b>	BI-WEEKLY	5,300	5,565	5,843	6,135	6,442	6,764
			MONTHLY	11,483	12,057	12,660	13,293	13,957	14,655
			ANNUAL	137,792	144,682	151,916	159,511	167,487	175,861
Assistant City Attorney	117	<b>E / E</b>	HOURLY	72.21	75.82	79.61	83.59	87.77	92.16
Finance Director		<b>E / E</b>	BI-WEEKLY	5,777	6,065	6,369	6,687	7,022	7,373
Neighborhood Services Director		<b>E / E</b>	MONTHLY	12,516	13,142	13,799	14,489	15,213	15,974
General Services Director		<b>E / E</b>	ANNUAL	150,193	157,703	165,588	173,868	182,561	191,689
Public Works Director***	118	<b>E / E</b>	HOURLY	78.71	82.64	86.77	91.11	95.67	100.45
Planning & Environmental Review Director <sup>1</sup>		<b>E / E</b>	BI-WEEKLY	6,297	6,611	6,942	7,289	7,654	8,036
			MONTHLY	13,643	14,325	15,041	15,793	16,583	17,412
			ANNUAL	163,711	171,896	180,491	189,516	198,991	208,941
Assistant City Manager	119	<b>E / E</b>	HOURLY	82.64	86.77	91.11	95.67	100.45	105.47
			BI-WEEKLY	6,611	6,942	7,289	7,654	8,036	8,438
			MONTHLY	14,325	15,041	15,793	16,583	17,412	18,282
			ANNUAL	171,896	180,491	189,516	198,991	208,941	219,388
City Manager			ANNUAL	267,883					

<sup>1</sup>Title Under Review

*\*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.*

*\*\*If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.*

*\*\*\*If also serving as City Engineer, this position will receive a 5% pay differential at each step.*

**Category**

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

\* May be confidential, depending on assignment

**Fair Labor Standards Act Classification**

NE = Non Exempt from overtime

E = Exempt from overtime

Effective: November 2, 2022  
Revised : July 20, 2021  
February 18, 2020  
January 4, 2020  
December 3, 2019  
July 6, 2019  
January 5, 2019

## **CITY OF GOLETA, CALIFORNIA PRINCIPAL CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, to plan, organize and manage the activities of an assigned Public Works Department engineering division which may include the areas of capital improvement program, traffic and transportation, land development engineering or others; perform difficult and responsible administrative, technical and civil engineering work; supervise the work of staff and contractors working on a variety of public projects; coordinate activities with other departments, governmental agencies, and other outside organizations; and to provide technical and administrative staff assistance.

### **CLASS CHARACTERISTICS**

This is the management level class in the professional engineering series. This classification manages an assigned engineering area or division within a major city department. Supervises supervisory, professional, paraprofessional and support level staff and contractors in completing the work activities of the division. The Principal Civil Engineer is distinguished from the Senior Engineer class by the greater degree of independence exercised in accomplishing the work, and by the level of the assignments which may involve multi-faceted issues and policy matters affecting the department and/or city-wide operations. Develops and administers the division budget. An Engineering Manager typically reports to the Public Works Director, or the Deputy Public Works Director.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Direct and implement the development of departmental goals and operating policies and procedures relative to the areas of capital improvement program, traffic and transportation, or land development engineering services.
2. Provide general direction to engineering staff and coordinate all issues needing council approval or policy direction for the division. Assign work activities, projects and programs; monitor workflow review and evaluate projects, methods and procedures.
3. Develop and administer the division budget; evaluate staffing needs, equipment, materials, and supplies with key management staff; monitor and approve expenditures.
4. Develop and administer the capital improvement budget; review and recommend approval for all construction plans including cost estimates.
5. Coordinate engineering activities with those of other departments, governmental agencies and other outside organizations; resolve problems and complaints.
6. Direct the preparation of plans and specifications in accordance with established city standards; review and sign plans; review and approve plan revisions.

7. Direct and participate in the plan check of improvement plans, grading plans, final maps and associated reports in accordance with city standards; approve plans and maps for city, review and approve plan revisions.
8. Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature. Supervise, troubleshoot, and perform quality control related to the work of consultants and contractors performing a variety of complex transportation and/or public works projects.
9. Direct and participate in review of land development projects, preparation of development conditions, review of subdivision maps, site development plans, security agreements and conformance with development codes and requirements.
10. Prepare, coordinate and review traffic studies and reports.
11. Represent the city in land development proposals.
12. Attend Planning Commission and City Council hearings for development and/or capital projects.
13. Direct and participate in the preparation and evaluation of technical studies, fee studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.
14. Serve as a member of committees as assigned, including representing the city on regional committees.
15. Select, train, motivate, supervise, develop, and maintain a high level of efficiency among assigned staff.
16. Perform related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- A bachelor's degree in engineering from an accredited college or university with major course work in civil engineering or a related field.

#### **Experience:**

- Five years of increasingly responsible and varied professional engineering experience, including a minimum of two years of experience in a supervisory capacity.

### **Knowledge and Abilities**

#### **Knowledge of (May vary depending on assignment.):**

- Advanced principles and practices of engineering and administration as applied to the design and construction of city facilities and projects.

- Methods of preparing designs, plans, specifications, estimates, reports and Engineering
- Manager recommendations relating to engineering projects.
- City policies and procedures governing engineering and traffic operations and land development.
- Applicable federal, state, and local laws, rules and regulations related to the engineering, development and construction of projects.
- Principles, practices, and techniques of public administration including budget and personnel administration.
- Principles of supervision, training, and evaluation.
- Principles and methodologies of establishing fees and assessments and spending costs to users, permittees, and property owners.

Ability to (May vary depending on assignment.):

- Plan, organize, motivate and direct the activities of assigned area of responsibility.
- Interpret applicable laws, rules and regulations.
- Develop and administer a division budget.
- Prepare and analyze technical reports, statements, contracts and legal documents.
- Supervise, train and evaluate professional and technical staff.
- Maintain effective work relationships with staff, other governmental agencies, contractors and the general public.
- Communicate clearly and concisely, both orally and in writing.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

License or Certificates:

- Possession of a valid license as a Registered Civil Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists.
- For the assignment to the area of traffic/transportation, possession of a valid license as a Traffic Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists is highly desirable, and may substitute for the state engineer registration above. In this case, the "Civil" will be dropped from the incumbent's working title. (i.e., Principal Engineer or Engineering Manager will be used).

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- **Other factors:** Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

EXHIBIT C

SCHEDULE OF AUTHORIZED POSITIONS FISCAL YEAR 2021/22 AND 2022/23



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>General Government:</b>					
<b>City Manager</b>					
City Manager	1.00				1.00
Assistant City Manager	1.00				1.00
Deputy City Manager	-				-
Assistant to the City Manager	1.00				1.00
Human Resources Risk Manager	1.00				1.00
Senior Management Analyst	-				-
Management Analyst	1.00				1.00
Human Resources Analyst	1.00				1.00
Human Resources Analyst/DEI Officer	1.00				1.00
Executive Assistant	1.00				1.00
Management Assistant	1.00				1.00
Sr. Office Specialist	-				-
Office Specialist	0.90				0.90
City Hall Receptionist	-				-
<b>Total City Manager</b>	<b>9.90</b>	-	-	-	<b>9.90</b>
<b>City Clerk</b>					
City Clerk	1.00				1.00
Deputy City Clerk	2.00				2.00
Records Technician/Recording Clerk	-				-
<b>Total City Clerk</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>City Attorney</b>					
City Attorney	-				-
Assistant City Attorney	1.00				1.00
Deputy City Attorney	-				-
Sr. Legal Analyst	-				-
Management Assistant	1.00				1.00
<b>Total City Attorney</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Community Relations</b>					
Community Relations Manager	1.00				1.00
Management Assistant (2 Part-Time)	1.00				1.00
Administrative Assistant	-				-
<b>Total Community Relations</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total General Government</b>	<b>16.90</b>	-	-	-	<b>16.90</b>
<b>Library Services</b>					
<b>Library - Goleta</b>					
Library Director	-				-
Supervising Librarian	-				-
Management Assistant	-				-
Librarian II/Children's Librarian	-				-
Library Technician (1 Full-Time, 5 Part-Time)	-				-
Library Assistant I (2 Full-Time, 4 Part-Time)	-				-
<b>Total Library - Goleta</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Library - Buellton</b>					
Senior Library Technician	-				-
Library Technician (2 Part-Time)	-				-
Library Assistant I (2 Part-Time)	-				-
<b>Total Library - Buellton</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Library - Solvang</b>					
Senior Library Technician	-				-
Library Technician (4 Part-Time)	-				-
<b>Total Library - Solvang</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Total Library</b>	<b>-</b>	-	-	-	<b>-</b>





**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>General Services:</b>					
<b>General Services Administration</b>					
General Services Director	1.00				1.00
Management Analyst	1.00				1.00
<b>Total General Services Administration</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>City Facilities and Fleet Management</b>					
Facilities Maintenance Technician	1.00				1.00
<b>Total City Facilities Management</b>	<b>1.00</b>	-	-	-	<b>1.00</b>
<b>Total General Services</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>Finance:</b>					
<b>Finance Administration</b>					
Finance Director	1.00				1.00
Accounting Manager	1.00				1.00
Accountant	2.00				2.00
Budget Analyst	1.00				1.00
Management Assistant	1.00				1.00
Accounting Specialist	2.00				2.00
Senior Office Specialist	1.00				1.00
<b>Total Finance</b>	<b>9.00</b>	-	-	-	<b>9.00</b>
<b>Planning Environmental Review</b>					
<b>Current Planning</b>					
Planning Director	-				-
Planning Manager	1.00				1.00
Supervising Senior Planner	2.00				2.00
Associate Planner	4.00				4.00
Management Analyst	-				-
Code Compliance Officer	2.00				2.00
Assistant Planner	-				-
Management Assistant	-				-
Permit Technician	1.00				1.00
Office Specialist	0.50				0.50
<b>Total Current Planning</b>	<b>10.50</b>	-	-	-	<b>10.50</b>
<b>Advance Planning</b>					
Planning Manager	1.00				1.00
Senior Planner	2.00				2.00
<b>Total Advance Planning</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>Sustainability Program</b>					
Sustainability Manager	1.00				1.00
Sustainability Coordinator	-				-
Management Assistant	1.00				1.00
<b>Total Sustainability Program</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Housing Program</b>					
Senior Housing Analyst	1.00				1.00
<b>Total Housing Program</b>	<b>1.00</b>	-	-	-	<b>1.00</b>
<b>Administration</b>					
Planning Director	1.00				1.00
Management Assistant	1.00				1.00
<b>Total Administration</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total Planning Environmental Review</b>	<b>18.50</b>	-	-	-	<b>18.50</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Public Works:</b>					
<b>Administration</b>					
Public Works Director	1.00				1.00
Deputy Public Works Director	1.00				1.00
Senior Management Analyst	1.00				1.00
Management Analyst	1.00				1.00
Management Assistant	1.00				1.00
Administrative Assistant	-				-
Senior Office Specialist	-				-
<b>Total Administration</b>	<b>5.00</b>	-	-	-	<b>5.00</b>
<b>Engineering</b>					
Principal Civil Engineer	1.00		1.00		2.00
Traffic Engineer	1.00		(1.00)		-
Assistant Engineer	1.00				1.00
Public Works Inspector	1.00				1.00
Senior Engineering Technician	1.00				1.00
<b>Total Engineering</b>	<b>5.00</b>	-	-	-	<b>5.00</b>
<b>Facilities Maintenance</b>					
Facilities Maintenance Technician	-				-
<b>Total Facilities Maintenance</b>	-	-	-	-	-
<b>Parks &amp; Open Spaces</b>					
Parks & Open Spaces Manager	1.00	-	-		1.00
Management Assistant	-				-
Public Works Supervisor	1.00	-	-		1.00
Lead Maintenance Worker	-				-
Administrative Assistant	1.00				1.00
Maintenance Worker II	1.00				1.00
Maintenance Worker I	2.00				2.00
<b>Total Parks &amp; Open Spaces</b>	<b>6.00</b>	-	-	-	<b>6.00</b>
<b>Capital Improvement</b>					
Deputy Public Works Director	-				-
Principal Civil Engineer	-		1.00		1.00
CIP Manager	1.00		(1.00)		-
Senior Project Engineer	2.00		(1.00)		1.00
Senior Engineer	-		1.00		1.00
Senior Management Analyst	-				-
Management Analyst	-				-
Assistant Engineer	2.00				2.00
<b>Total Capital Improvement</b>	<b>5.00</b>	-	-	-	<b>5.00</b>
<b>Street Maintenance</b>					
Public Works Manager	1.00				1.00
Public Works Supervisor	-				-
Senior Office Specialist	1.00				1.00
Lead Maintenance Worker	-				-
Maintenance Worker II	3.00				3.00
Maintenance Worker I	-				-
<b>Total Street Maintenance</b>	<b>5.00</b>	-	-	-	<b>5.00</b>
<b>Solid Waste &amp; Environmental Services</b>					
Environmental Services Coordinator	1.00				1.00
Environmental Services Specialist	1.00				1.00
Assistant Engineer	-				-
<b>Total Solid Waste &amp; Environmental Services</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total Public Works</b>	<b>28.00</b>	-	-	-	<b>28.00</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Neighborhood Services:</b>					
<b>Neighborhood Services</b>					
Neighborhood Serv & Public Safety Director	1.00				1.00
Senior Project Manager	-				-
Emergency Services Coordinator	1.00				1.00
Management Analyst	1.00				1.00
Management Assistant	1.50				1.50
<b>Total Neighborhood Services</b>	<b>4.50</b>	-	-	-	<b>4.50</b>
<b>Economic Development</b>					
Principal Project Manager	-				-
Senior Project Manager	-				-
Economic Development Coordinator	-				-
<b>Total Economic Development</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Parks &amp; Recreation</b>					
Parks & Recreation Manager	1.00				1.00
<b>Total Parks &amp; Recreation</b>	<b>1.00</b>	-	-	-	<b>1.00</b>
<b>Library - Goleta</b>					
Library Director	-				-
Library Director (Assistant Neighborhood Services Director)	1.00				1.00
Supervising Librarian	1.00				1.00
Management Assistant	1.00				1.00
Librarian II/Children's Librarian	1.00				1.00
Library Technician (1 Full-Time, 5 Part-Time)	2.88				2.88
Library Assistant I (2 Full-Time, 4 Part-Time, 2 Part-Time Limited)	3.50			0.75	4.25
<b>Total Library - Goleta</b>	<b>10.38</b>	-	-	<b>0.75</b>	<b>11.13</b>
<b>Library - Buellton</b>					
Senior Library Technician	1.00				1.00
Library Technician (2 Part-Time)	0.75				0.75
Library Assistant I (2 Part-Time)	0.75				0.75
<b>Total Library - Buellton</b>	<b>2.50</b>	-	-	-	<b>2.50</b>
<b>Library - Solvang</b>					
Senior Library Technician	1.00				1.00
Library Technician (4 Part-Time)	1.50				1.50
<b>Total Library - Solvang</b>	<b>2.50</b>	-	-	-	<b>2.50</b>
<b>Total Neighborhood Services</b>	<b>20.88</b>	-	-	<b>0.75</b>	<b>21.63</b>
<b>Grand Total:</b>	<b>96.275</b>	-	-	<b>0.750</b>	<b>97.025</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<p><i>*Schedule of Proposed Authorized Positions has been summarized to reflect positions in the Departments/Programs by majority of time spent On the next page is a detailed schedule of allocations of how positions are budgeted based on time spent</i></p> <p><i>*Positions are allocated by budgeted time spent in programs and department:</i></p>					
<b>General Government:</b>					
<b>City Manager</b>					
City Manager	1.00				1.00
Assistant City Manager	1.00				1.00
Deputy City Manager	-				-
Assistant to the City Manager	1.00				1.00
Human Resources Risk Manager	1.00				1.00
Senior Management Analyst	-				-
Management Analyst	1.00				1.00
Human Resources Analyst	1.00				1.00
Human Resources Analyst/DEI Officer	1.00				1.00
Executive Assistant	1.00				1.00
Management Assistant	1.00				1.00
Sr. Office Specialist	-				-
Office Specialist	0.90				0.90
City Hall Receptionist	-				-
<b>Total City Manager</b>	<b>9.90</b>	-	-	-	<b>9.90</b>
<b>City Clerk</b>					
City Clerk	1.00				1.00
Deputy City Clerk	2.00				2.00
Records Technician/Recording Clerk	-				-
<b>Total City Clerk</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>City Attorney</b>					
City Attorney	-				-
Assistant City Attorney	1.00				1.00
Deputy City Attorney	-				-
Sr. Legal Analyst	-				-
Management Assistant	1.00				1.00
<b>Total City Attorney</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Community Relations</b>					
Community Relations Manager	1.00				1.00
Management Assistant	1.00				1.00
Administrative Assistant	-				-
<b>Total Community Relations</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total General Government</b>	<b>16.90</b>	-	-	-	<b>16.90</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Library Services</b>					
<b>Library - Goleta</b>					
Library Director	-				-
Supervising Librarian	-				-
Management Assistant	-				-
Librarian II/Children's Librarian	-				-
Library Technician (1 Full-Time, 5 Part-Time)	-				-
Library Assistant I (2 Full-Time, 4 Part-Time)	-				-
<b>Total Library - Goleta</b>	-	-	-	-	-
<b>Library - Buellton</b>					
Senior Library Technician	-				-
Library Technician (2 Part-Time)	-				-
Library Assistant I (2 Part-Time)	-				-
<b>Total Library - Buellton</b>	-	-	-	-	-
<b>Library - Solvang</b>					
Senior Library Technician	-				-
Library Technician (4 Part-Time)	-				-
<b>Total Library - Solvang</b>	-	-	-	-	-
<b>Total Library</b>	-	-	-	-	-
<b>General Services:</b>					
<b>General Services Administration</b>					
General Services Director	1.00				1.00
Management Analyst	0.50				0.50
<b>Total General Services Administration</b>	<b>1.50</b>	-	-	-	<b>1.50</b>
<b>City Facilities and Fleet Management</b>					
Facilities Maintenance Technician	1.00				1.00
<b>Total City Facilities Management</b>	<b>1.00</b>	-	-	-	<b>1.00</b>
<b>Information and Communications</b>					
Management Analyst	0.50				0.50
<b>Total City Facilities Management</b>	<b>0.50</b>	-	-	-	<b>0.50</b>
<b>Total General Services</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>Finance:</b>					
<b>Finance Administration</b>					
Finance Director	1.00				1.00
Accounting Manager	1.00				1.00
Budget Analyst	1.00				1.00
Accountant	2.00				2.00
Management Assistant	1.00				1.00
Accounting Specialist	2.00				2.00
Senior Office Specialist	1.00				1.00
<b>Total Finance</b>	<b>9.00</b>	-	-	-	<b>9.00</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Planning Environmental Review:</b>					
<b>Current Planning</b>					
Planning Director	-				-
Planning Manager	1.00				1.00
Supervising Senior Planner	2.00				2.00
Associate Planner	4.00				4.00
Management Analyst	-				-
Code Compliance Officer	2.00				2.00
Assistant Planner	-				-
Management Assistant	-				-
Permit Technician	1.00				1.00
Office Specialist	0.50				0.50
<b>Total Current Planning</b>	<b>10.50</b>	-	-	-	<b>10.50</b>
<b>Building &amp; Safety</b>					
Planning Director	-				-
Management Assistant	-				-
<b>Total Building &amp; Safety</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Advance Planning</b>					
Planning Director	-				-
Planning Manager	1.00				1.00
Senior Planner	2.00				2.00
Management Assistant	-				-
<b>Total Advance Planning</b>	<b>3.00</b>	-	-	-	<b>3.00</b>
<b>Planning Commission &amp; Design Review Board</b>					
Planning Director	-				-
Management Assistant	-				-
<b>Total Planning Commission &amp; Design Review Board</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Sustainability Program</b>					
Sustainability Manager	1.00				1.00
Sustainability Coordinator	-				-
Management Assistant	1.00				1.00
<b>Total Sustainability Program</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Housing Program</b>					
Senior Housing Analyst	1.00				1.00
<b>Total Housing Program</b>	<b>1.00</b>	-	-	-	<b>1.00</b>
<b>Administration</b>					
Planning Director	1.00				1.00
Management Assistant	1.00				1.00
<b>Total Administration</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total Planning Environmental Review</b>	<b>18.50</b>	-	-	-	<b>18.50</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Public Works:</b>					
<b>Administration</b>					
Public Works Director	1.00				1.00
Deputy Public Works Director	0.50				0.50
Senior Management Analyst	0.50				0.50
Management Analyst	0.50				0.50
Management Assistant	1.00				1.00
Administrative Assistant	-				-
Senior Office Specialist	-				-
<b>Total Administration</b>	<b>3.50</b>	-	-	-	<b>3.50</b>
<b>Engineering</b>					
Deputy Public Works Director	0.25				0.25
Principal Civil Engineer	1.00				2.00
Traffic Engineer	1.00		1.00	(1.00)	-
Management Analyst	0.25				0.25
Assistant Engineer	1.25				1.25
Public Works Inspector	1.00				1.00
Sr. Engineering Technician	1.00				1.00
Management Assistant	-				-
Administrative Assistant	-				-
<b>Total Engineering</b>	<b>5.75</b>	-	-	-	<b>5.75</b>
<b>Facilities Maintenance</b>					
Facilities Maintenance Technician	-				-
<b>Total Facilities Maintenance</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Parks &amp; Open Spaces</b>					
Public Works Manager	-				-
Parks & Open Spaces Manager	1.00				1.00
Public Works Supervisor	0.50				0.50
Lead Maintenance Worker	-				-
Administrative Assistant	0.50				0.50
Senior Office Specialist	0.30				0.30
Maintenance Worker II	1.00				1.00
Maintenance Worker I	2.00				2.00
<b>Total Parks &amp; Open Spaces</b>	<b>5.30</b>	-	-	-	<b>5.30</b>
<b>Capital Improvement</b>					
Public Works Director	-				-
Deputy Public Works Director	0.25				0.25
Principal Civil Engineer	-		1.00		1.00
CIP Manager	1.00		(1.00)		-
Sr. Project Engineer	2.00		(1.00)		1.00
Senior Engineer	-		1.00		1.00
Senior Management Analyst	0.50				0.50
Management Analyst	0.25				0.25
Assistant Engineer	1.50				1.50
Senior Office Specialist	0.30				0.30
<b>Total Capital Improvement</b>	<b>5.80</b>	-	-	-	<b>5.80</b>
<b>Street Lighting</b>					
Assistant Engineer	0.25				0.25
<b>Total Street Lighting</b>	<b>0.25</b>	-	-	-	<b>0.25</b>
<b>Street Maintenance</b>					
Public Works Director	-				-
Public Works Manager	1.00				1.00
Management Assistant	-				-
Administrative Assistant	0.50				0.50
Public Works Supervisor	0.50				0.50
Lead Maintenance Worker	-				-
Senior Office Specialist	0.40				0.40
Maintenance Worker II	3.00				3.00
Maintenance Worker I	-				-
<b>Total Street Maintenance</b>	<b>5.40</b>	-	-	-	<b>5.40</b>



**SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2021/22 AND 2022/23**

Department/Positions	FY 21/22 & 22/23 Adopted July 20, 2021	Program Reallocation	Reclass	Additions/ Deletions	FY 21/22 & 22/23 Proposed
<b>Solid Waste &amp; Environmental Services</b>					
Public Works Director	-				-
Deputy Public Works Director	-				-
Environmental Services Coordinator	1.00				1.00
Environmental Services Specialist	1.00				1.00
Senior Management Analyst	-				-
Assistant Engineer	-				-
Management Analyst	-				-
Management Assistant	-				-
Administrative Assistant	-				-
Senior Office Specialist	-				-
<b>Total Solid Waste &amp; Environmental Services</b>	<b>2.00</b>	-	-	-	<b>2.00</b>
<b>Total Public Works</b>	<b>28.00</b>	-	-	-	<b>28.00</b>
<b>Neighborhood Services:</b>					
<b>Neighborhood Services Administration</b>					
Neighborhood Serv & Public Safety Director	0.90				0.90
Principal Project Manager	-				-
Senior Project Manager	-				-
Emergency Services Coordinator	1.00				1.00
Management Analyst	0.90				0.90
Management Assistant	1.40				1.40
<b>Total Neighborhood Services</b>	<b>4.20</b>	-	-	-	<b>4.20</b>
<b>Economic Development</b>					
Principal Project Manager	-				-
Senior Project Manager	-				-
Economic Development Coordinator	-				-
<b>Total Economic Development</b>	<b>-</b>	-	-	-	<b>-</b>
<b>Parks &amp; Recreation</b>					
Neighborhood Serv & Public Safety Director	0.10				0.10
Parks & Recreation Manager	1.00				1.00
Management Analyst	0.10				0.10
Management Assistant	0.10				0.10
<b>Total Parks &amp; Recreation</b>	<b>1.30</b>	-	-	-	<b>1.30</b>
<b>Library - Goleta</b>					
Library Director	-				-
Library Director (Assistant Neighborhood Services Director)	1.00				1.00
Supervising Librarian	1.00				1.00
Management Assistant	1.00				1.00
Librarian II/Children's Librarian	1.00				1.00
Library Technician (1 Full-Time, 5 Part-Time)	2.88				2.88
Library Assistant I (2 Full-Time, 4 Part-Time, 2 Part-Time Limited)	3.50			0.75	4.25
<b>Total Library - Goleta</b>	<b>10.38</b>	-	-	<b>0.75</b>	<b>11.13</b>
<b>Library - Buellton</b>					
Senior Library Technician	1.00				1.00
Library Technician (2 Part-Time)	0.75				0.75
Library Assistant I (2 Part-Time)	0.75				0.75
<b>Total Library - Buellton</b>	<b>2.50</b>	-	-	-	<b>2.50</b>
<b>Library - Solvang</b>					
Senior Library Technician	1.00				1.00
Library Technician (4 Part-Time)	1.50				1.50
<b>Total Library - Solvang</b>	<b>2.50</b>	-	-	-	<b>2.50</b>
<b>Total Neighborhood Services</b>	<b>20.88</b>	-	-	<b>0.75</b>	<b>21.63</b>
<b>Grand Total:</b>	<b>96.275</b>	-	-	<b>0.75</b>	<b>97.025</b>