

**RESOLUTION NO 16203**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY 1) AMENDING THE CITY OF REDWOOD CITY CLASSIFICATION AND SALARY AND WAGE PLAN TO ESTABLISH NEW CLASSIFICATIONS OF ENGINEERING AND TRANSPORTATION DIRECTOR AND ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR, TO AMEND JOB DESCRIPTIONS FOR ASSISTANT CITY MANAGER, FINANCE DIRECTOR, PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR, COMMUNITY DEVELOPMENT AND TRANSPORTATION DIRECTOR INCLUDING TITLE CHANGE TO COMMUNITY DEVELOPMENT DIRECTOR, AND ASSISTANT COMMUNITY DEVELOPMENT AND TRANSPORTATION DIRECTOR INCLUDING TITLE CHANGE TO ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR, TO ADJUST THE SALARY RANGES FOR THE CLASSIFICATIONS OF ASSISTANT CITY MANAGER, POLICE CHIEF, LIBRARY DIRECTOR, COMMUNITY DEVELOPMENT DIRECTOR, AND COMMUNITY DEVELOPMENT MANAGER – BUILDING, AND TO DELETE THE CLASSIFICATIONS OF DEPUTY POLICE CHIEF AND COMMUNITY DEVELOPMENT MANAGER – ENGINEERING, AND 2) AMENDING THE EXECUTIVE MANAGEMENT SUMMARY OF BENEFITS EFFECTIVE JANUARY 22, 2024**

**WHEREAS**, the City Manager has requested that the job descriptions of Assistant City Manager, Finance Director, Parks, Recreation and Community Services Director, Community Development and Transportation Director, Assistant Community Development and Transportation Director, be amended to meet the current and future operational needs for the City; and

**WHEREAS**, the City Manager has requested that new classifications be established for Engineering and Transportation Director with salary set same as Community Development Director, and Assistant Engineering and Transportation Director with salary set same as Assistant Community Development Director, to meet the current and future operational needs for the City; and

**WHEREAS**, pursuant to its authority, the City Council periodically determines whether to make adjustments to the salary and benefits plan for Executive Management classifications; and

**WHEREAS**, the City Manager has requested that the salary range for Library Director be amended to be set same as Human Resources Director, the salary range for Community Development Manager – Building be amended to be set same as Community Development Manager – Planning, the salary range for Community Development Director

be amended to be set same as Public Works Services Director, and the Police Chief and Assistant City Manager salary ranges be amended due to compaction with direct reports; and

**WHEREAS**, staff recommends amending the Executive Management Summary of Benefits, attached as Exhibit “C”, including amendments to the list of classifications within the Executive Management group, amending salary for specific classifications within the Executive Management group to either meet minimum differential requirements to direct reports and/or change internal alignment between classifications, amends internal alignment language clarifying components of salary comparison for compaction, and expanding educational expense reimbursement to include continuing education requirement expenses as being reimbursable; and

**WHEREAS**, the classification specifications as described in Exhibit “A” were prepared by Human Resources staff in consultation with department management and the City Manager, to ensure the foreseeable needs of the organization were met.

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

1. The recitals set forth above are true and correct and are hereby incorporated by this reference as if fully set forth in their entirety.

2. The City’s Classification and Salary and Wage Plan is hereby amended to update the job descriptions for Assistant City Manager, Finance Director, Parks, Recreation and Community Services Director, Community Development and Transportation Director with title change to Community Development Director, Assistant Community Development and Transportation Director with title change to Assistant Community Development Director, and establishing new classifications of Engineering and Transportation Director and Assistant Engineering and Transportation Director, as included in Exhibit “A” and the full salary plan attached as Exhibit “C-2”.

3. The City’s Classification and Salary and Wage Plan is hereby amended to include increasing salary ranges for Police Chief and Assistant City Manager to meet 10% minimum differential with direct reports, setting Library Director salary range same as Human Resources Director, setting Community Development Director salary range same as Public Works Services Director, setting salary range for new classification of Engineering and Transportation Director same as Community Development Director, setting salary range for new classification of Assistant Engineering and Transportation Director same as Assistant Community Development Director, and setting salary range for Community Development Manager – Building same as Community Development Manager – Planning as included in Exhibit “C-1” and the full salary plan attached as Exhibit “C-2”.

4. The City's Classification and Salary and Wage Plan is hereby amended to delete the classifications of Deputy Police Chief and Community Development Manager – Engineering effective January 22, 2024.

5. The Executive Management Summary of Benefits is hereby amended as set forth in Exhibit "B".

6. The Resolution shall be effective upon the date of its adoption.

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**EXHIBIT A**  
**PROPOSED JOB DESCRIPTIONS**  
**EFFECTIVE 1-22-2024**

**PROPOSED NEW JOB DESCRIPTION**

**CITY OF REDWOOD CITY**

**ENGINEERING AND TRANSPORTATION DIRECTOR**

**DEFINITION**

To plan, organize, direct, and oversee the activities and operations of the Engineering and Transportation Department. The Engineering and Transportation Department includes Engineering Land Development, Transportation, and Engineering CIP and is responsible for much of the City's critical infrastructure and systems including water, ground water, recycled water, stormwater and sanitary sewer systems, creeks, levees, lagoons, facilities, and roadways. This position works in conjunction with other Community Development Divisions in engineering related permit review and the issuance of engineering and utility permits. May serve as the City Engineer or Assistant City Engineer.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to the City Manager or Assistant City Manager.

Responsibilities include direct supervision of management, professional, technical, and administrative staff as assigned.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

1. Plan, organize, direct, and manage the Engineering and Transportation Department activities, programs and projects including consultant contract administration and engineering design, development, survey, construction, and inspection for the City.
2. Administer contracts for the design and construction of municipal projects and facilities and other related activities.
3. Determine scope of engineering projects, review plans of private developers and contractors, make technical engineering decisions, and update and recommend technical criteria and standards for City Council approval.
4. Provide exceptional customer service, enable staff to perform assigned responsibilities, plan, organize, monitor, supervise, coordinate, and participate in the work of functional work teams.
5. Provide technical advice and information to the City Council, boards, commissions, committees, residents, City Manager, other City departments and represent the City and department at regional forums, in the community, and at meetings.

**CITY OF REDWOOD CITY**  
**ENGINEERING AND TRANSPORTATION DIRECTOR (Continued)**

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6. Develop, plan, and implement City and department goals, objectives, priorities, policies, procedures, and standards. Develop and implement programs and services which are responsive to the community.
7. Maintain a competent and motivated workforce through establishing and implementing hiring, training, development, and evaluation procedures and guidelines.
8. Promote a positive work environment with collaborative teamwork and performance accountability. Supervise, train, and evaluate professional, technical, and administrative staff.
9. Administer budgets and monitor expenditures and objectives.
10. Analyze, interpret, and explain codes and department policies and procedures.
11. Manage municipal engineering activities including design, inspection, transportation, parking, and traffic engineering activities.
12. Review private land development applications for compliance with City standards and requirements.
13. Propose and review development conditions; meet and discuss City requirements with property owners, developers; contractors, and engineers.
14. Review and approve engineering drawings.
15. Prepare and present engineering recommendations to the City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.
16. Participate in the supervision, development, and implementation of the Capital Improvement Program.
17. Prepare complete and comprehensive reports and present a variety of reports regarding traffic and transportation issues; investigate traffic complaints; and meet with the public, businesses, and schools regarding traffic concerns.
18. Have custody of and be responsible for all maps, plans, profiles, and other engineering records belonging to the City.
19. Serve as the Floodplain Manager.
20. Perform related duties as assigned.

**CITY OF REDWOOD CITY  
ENGINEERING AND TRANSPORTATION DIRECTOR (*Continued*)**

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**Knowledge of:**

Principles and practices of civil engineering administration as applied to the design and construction of buildings and projects.

Technical, legal, and financial requirements relating to contracts and administration.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations related to engineering and/or transportation planning.

Modern developments, current literature, and sources of information regarding the assigned area of engineering and/or transportation.

Applicable Federal, State, and local laws, rules, and regulations related to engineering and the development and construction of public works.

Applicable City codes and ordinances; resolutions, and guidelines governing engineering and/or transportation projects.

Land and engineering survey systems, methods, and techniques.

Principles of organization, administration, budget, and management.

Program planning, analysis methods, and report writing.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff.

**Ability to:**

Plan, prioritize, assign, and direct the work of professional, technical, and administrative staff.

Prepare and direct the preparation of a variety of written correspondence and materials that require correct grammar, spelling, vocabulary, and punctuation.

Communicate clearly and concisely, both verbally and in writing.

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

Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including employees, bargaining groups, contractors, customers, and residents.

**CITY OF REDWOOD CITY**  
**ENGINEERING AND TRANSPORTATION DIRECTOR (Continued)**

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Plan, communicate, delegate, and monitor a variety of concurrent projects.

Identify opportunities for process improvements, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

Make sound decisions in a manner consistent with essential job functions.

**Education and Experience Guidelines:**

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

**Education:**

Bachelor's Degree from an accredited college or university in Civil Engineering, Public or Business Administration, or a related field. A Master's Degree in a related field is desirable.

**Experience:**

Five years of progressively responsible professional engineering and/or transportation experience, including at least two years of experience at a supervisory level.

**License or Certificate:**

Possession of a current certificate of registration as a professional civil engineer in the State of California is desirable.

Possession of, or ability to obtain, a valid State of California Driver's License, at time of hire.

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment and Conditions:**

Essential duties require the following physical abilities and work environment.

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

**Effective Date:** January, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

**PROPOSED NEW JOB DESCRIPTION**  
**CITY OF REDWOOD CITY**  
**ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR**

**DEFINITION**

To plan, direct, and review the work of one or more divisions in the Engineering and Transportation Department; to supervise and participate in design and support services; and to provide responsible and technical staff assistance in the review of design plans, subdivision maps, improvement plans, and engineering agreements. Serves as Engineering and Transportation Director in their absence. May serve as the City Engineer or Assistant City Engineer.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Engineering and Transportation Director.

Responsibilities include direct and indirect supervision of management, professional, technical, and administrative staff, as well as temporary/seasonal employees.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Functional responsibility for the City's Capital Improvement Program, relating to utility infrastructure, civic, and transportation projects.

Assume responsibility for various personnel actions, including selection, promotions, performance evaluations, disciplinary actions, and dismissals.

Prepare plans and specifications for City's Capital Improvement Projects.

Supervise field personnel; oversee survey operations and construction inspection.

Review and check, with the assistance of staff and consultants, preliminary and final design and improvement plans for private development projects and provide guidance and direction to subdividers, engineers, and architects in order to ensure compliance with the City standards and conditions of approval.

Review and check, with the assistance of staff and consultants, capital improvement plans for street, sanitary sewer, water, stormwater, and other infrastructure systems.

Prepare subdivision and other engineering agreements for review by the City Attorney and action by the approval authority.

Prepare reports and evaluations for construction projects and subdivisions.

**CITY OF REDWOOD CITY**  
**ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR (Continued)**

Assist in land acquisition for public works projects, including the procurement and review of appraisals and provision of assistance to negotiators in the process. Coordinate design work with different consultants and agencies to ensure an orderly design process and obtain the necessary approval and permits from other agencies.

Review reports, plans, and specifications prepared for Capital Improvement projects and process same for approval.

Field inspect job sites during construction to enforce compliance with the contract documents, City ordinances, and other requirements and perform final inspections.

Prepare staff reports for final acceptance of construction projects for bond release and approval.

Negotiate and prepare change orders and extra work orders for construction projects.

Review soils and other technical reports and incorporate findings and recommendations into proposed infrastructure improvement plans and construction specifications.

Review Daily Inspection Reports prepared by subordinate inspectors and review soils and compaction reports prepared by the project soils engineer.

Review applications for various engineering permits and land use entitlements and prepare conditions of approval for same.

Process applications for street and easement abandonments to City Council.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of engineering.

Modern methods and techniques used in the design and construction of a wide variety of public works engineering projects and/or transportation planning.

Modern developments, current literature, and sources of information regarding the assigned area of engineering and/or transportation.

Applicable Federal, State, and local laws, rules, and regulations related to engineering, design and construction in the area of assignment.

Principles of supervision, training, and performance evaluation.

**CITY OF REDWOOD CITY**  
**ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR (Continued)**

Applicable City codes and ordinances; resolutions and guidelines governing engineering and/or transportation projects. Specifications and plan requirements for public works projects.

Land and engineering survey systems, methods and techniques.

Program planning, analysis methods, and report writing.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff.

**Ability to:**

Plan, prioritize, assign, and direct the work of professional, technical, and administrative staff.

Prepare and direct the preparation of a variety of written correspondence and materials that require correct grammar, spelling, vocabulary, and punctuation.

Communicate clearly and concisely, both verbally and in writing.

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

Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including employees, contractors, customers, and residents.

Plan, communicate, delegate, and monitor a variety of concurrent projects.

Identify opportunities for process improvements, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

Lead and participate in the design of major public works improvement projects; prepare plans and specifications.

Review a variety of maps, plans, agreements, and other documents for conformance to codes, guidelines, and specifications.

Make complex engineering computations and to check, design, and supervise the construction of a variety of public and private facilities.

Meet appropriate physical demands necessary for adequate job performance.

**CITY OF REDWOOD CITY**  
**ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR (Continued)**

**Education and Experience Guidelines:**

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

**Education:**

Bachelor's Degree from an accredited college or university in Civil Engineering, Public or Business Administration, or a related field. A Master's Degree in a related field is desirable.

**Experience:**

Five years of progressively responsible professional engineering and/or transportation experience, including at least two years of experience in a lead or supervisory capacity.

**License or Certificate:**

Possession of a current certificate of registration as a professional civil engineer in the State of California is desirable.

Possession of, or ability to obtain, a valid State of California Driver's License, at time of hire.

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment and Conditions:**

Essential duties require the following physical abilities and work environment.

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

**Effective Date:** January, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

## PROPOSED AMENDED JOB DESCRIPTION

### CITY OF REDWOOD CITY ASSISTANT COMMUNITY DEVELOPMENT & ~~TRANSPORTATION~~ DIRECTOR

#### DEFINITION

Plans, directs, organizes, evaluates, and coordinates the work of the Planning Division ~~and other community development-related areas as assigned and Geographic Information Systems (GIS) and Data Analytics Division~~ within the Community Development ~~& Transportation~~ Department. Implements the mission of the department with a commitment to customer focus, service excellence, problem solving, community interests and continuous improvement. Provides highly responsible and complex administrative support to the Director in support of the vision, goals, and values of the organization and the policy direction as set by the City Council, assisting with the overall department administration, formulation and implementation of the Department's overall goals, budget, training, policies, and evaluation programs, and serving as Acting Director in Director's absence.

#### SUPERVISION RECEIVED AND EXERCISED

~~Receives administrative supervision from the~~ This position reports to the Community Development ~~& Transportation~~ Director.

Responsibilities include direct and indirect supervision of management, professional, administrative ~~support~~ staff, as well as temporary/seasonal employees.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Plans, directs, coordinates, and/or reviews the work plan for ~~both the~~ Planning Division, including, and GIS and Data Analytics Division management, supervisory, professional, and support staff.
2. Oversees the preparation, review, application, and implementation of Planning policies, and Zoning Ordinances; and makes interpretations of these policies and zoning codes. Oversees the processing of complex projects, and the assignment and monitoring of work.
3. Recommends amendments and revisions to the General Plan and other area plans.
4. Serves as Zoning Administrator ~~or Planning Commission liaison~~ making rulings on certain zoning ~~interpretations~~ and ~~certain~~ land use permits. Serves as

**CITY OF REDWOOD CITY**

**ASSISTANT COMMUNITY DEVELOPMENT & ~~TRANSPORTATION~~ DIRECTOR (Continued)**

- Planning Commission liaison facilitating Planning Commission review of projects.
5. Assists in managing the Department annual budget with particular focus on the Planning Division and GIS and Data Analytics budgets; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
  6. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work—load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement, and makes recommendations to the Director; and directs the implementation of improvements.
  7. Motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes disciplinary recommendations to the Director.
  8. Meets with developers, property owners, and other entities to discuss potential or current project proposals and long-range planning initiatives.
  9. Represents the division to other City departments, elected and appointed officials, and outside agencies; explains and interprets Zoning Ordinance, Precise Plans, General Plan, and regulations to internal and external stakeholders and provides technical advice and information.
  10. Assists in managing and participates in the development and administration of requests for proposals; participates in the evaluation of proposals; provides direction during contract negotiations; and approves contracts and/or contract amendments within approval authority.
  11. Coordinates and manages interdepartmental problem-solving teams to address issues and recommend solutions to resolve issues.
  12. Prepares, reviews, edits, and presents staff reports, various management and information updates, and reports on special projects to the City Council, Planning Commission, and a variety of other boards, and commissions, and advisory bodies as assigned by the Director.
  13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of building, planning, community development and transportation, and other community development-related fields.
  14. Monitors changes in laws, regulations, and technology that may affect City or division operations; implements policy and procedural changes as required.
  15. Responds to general and also sensitive public inquiries with requested information and/or holds meetings to discuss concerns and issues.
  16. Serves as Acting Director in the Director's absence.

17. Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Concepts, theories and principles and practices of current and long-range planning including General Plan and zoning ordinance administration, land use, and environmental impact reviews.

Land development requirements and processes such as the Subdivision Map Act, ~~Environmental Impact Reports~~, California Environmental Quality Act (CEQA), including Environmental Impact Reports, and Transportation Impact Analyses.

The role of GIS and data analytics in planning, economic development, and other community development-related topics ~~a Capital Improvement Program (CIP), and performance evaluation.~~

Principles and practices of leadership, motivation, team building and conflict resolution.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations; principles and practices of municipal government administration including budgeting and contracts.

Current or proposed local and regional construction, ~~or~~ transportation development and City CIP projects impacting City planning operations.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various organizations.

Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

Relevant office practices, computer equipment and applications.

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

Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff.

**Ability to:**

Exercise sound and independent judgment, conduct independent analyses and make recommendations on highly complex, difficult, and sensitive issues.

Interpret and explain complex regulations to internal and external stakeholders.

Prepare a variety of written reports and public presentations to the City Council, Planning Commission, advisory bodies, and other community groups.

~~Supervise the work of others, including planning, directing, monitoring and evaluating staff.~~

Supervise, train, coach, evaluate, and support professional, technical, and clerical staff.

Encourage leadership, teamwork, career advancement, and problem solving.

~~Select, train and evaluate professional, administrative, and technical staff.~~

Communicate clearly and concisely, both ~~orally~~ verbally and in writing.

Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including employees, bargaining groups, contractors, customers and residents, department peers, ~~bargaining units, employees, residents, and others contacted in the course of work.~~

Operate a motor vehicle safely.

**Education, and Experience:**

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

**Education:**

Bachelor's Degree or equivalent from an accredited four-year college or university with major coursework in architecture, planning, business or public administration, real estate, public policy or a related field. Supplemental course work, certification, professional registration, or a Master's degree is desirable.

**Experience:**

Five years of increasingly responsible experience in Community Development, including three years of planning program management or supervision. Senior management level as a professional Planner or similar position within the City or another organization. One or more years of Planning Commission liaison experience or zoning administration is highly desirable.

Training Education:

~~Bachelor's degree or equivalent~~Equivalent to graduation from an accredited four-year college or university with major coursework in architecture, planning, engineering, ~~business or public administration, business administration, real estate, public policy or a related field.~~ Supplemental course work, certification, professional registration, or a Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid State of California driver's license ~~license required at time of hire.~~

Possession of an American Institute of Certified Planners (AICP) Certification is highly desirable.

Work Environment:

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

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

~~Mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing for prolonged periods and walking between work sites may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.~~

**CITY OF REDWOOD CITY**

**ASSISTANT COMMUNITY DEVELOPMENT & ~~TRANSPORTATION~~ DIRECTOR (Continued)**

~~Ability to travel to different locations, including but not limited to City facilities or meeting locations, and attend evening and/or weekend meetings and events.~~

**Effective Date:** September 14, 2020

Amended Date: January, 2024

**Bargaining Group:** Unrepresented Executive Management / FLSA Exempt / At-Will

~~**Status:** FLSA Exempt / At-Will~~

## PROPOSED AMENDED JOB DESCRIPTION

### CITY OF REDWOOD CITY COMMUNITY DEVELOPMENT ~~AND TRANSPORTATION~~ DIRECTOR

#### DEFINITION

To direct, organize, manage, and review the activities of the Community Development ~~Services~~ Department; and to provide high-level staff assistance in planning, ~~engineering, and~~ building ~~and~~ safety, and related issues.

#### SUPERVISION RECEIVED AND EXERCISED

This position is a Department Head, serving on the City Manager's Executive Team and reports to the City Manager or an Assistant City Manager. Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical, and clerical staff.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

1. Effectively represent the City in development and land use matters; including engineering, planning, and building and safety, and other community development-related matters as may be assigned by the City Manager or an Assistant City Manager. ~~issues.~~
2. Participate in numerous public meetings relating to Community Development ~~Services~~ Department functions ~~issues.~~
3. Direct the preparation of agenda items for the City Council, Planning Commission, and other committees, commissions, and boards involved in planning, (e.g., land use, zoning, design review, historic review) community development, engineering, building and safety (including code enforcement), and other community development related matters, and attend meetings of these bodies.
4. Serve as technical advisor to the Planning Commission, City Council, Board of Building Review, City Manager, other City departments, ~~and civic groups on~~ building and safety, planning, ~~engineering,~~ zoning enforcement, and related matters; interpret ordinances and regulations as they apply to applications; prepare implementing ordinances and regulations.

**CITY OF REDWOOD**  
**COMMUNITY DEVELOPMENT DIRECTOR (*Continued*)**

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5. Direct the activities of the various Community Development Services Department Divisions, ~~i.e., including but not limited to Planning Services (Current and Long-Range Planning, Implementation & Special Projects Section, CDBG/HOME Administration), Engineering (Capital Improvement Section, Private Development/Transportation Section), and Building Regulation and Code Enforcement Services.~~

6. Supervise the administration of the General Plan and Zoning Ordinance.

Research complex community development problems and issues and prepare ~~a variety of various~~ comprehensive reports.

7. Oversee the administrative functions of the Community Development Department, including budget, personnel, purchasing, and automated system strategies.

8. Review personnel, problems, programs, and work plan progress ~~on a regular basis~~ regularly with division managers.

9. ~~Maintain a competent and motivated work force through establishing and implementing hiring, training, development, and evaluation procedures and guidelines. Promote a positive work environment with collaborative teamwork and performance accountability.;~~ Supervise, train, and evaluate professional, technical and clerical staff.

10. Meet with, ~~and/or respond to inquiries from concerned citizens/residents, consultants, developers, contractors, Council person/selected officials, and assistants community-based organizations~~ on planning ~~and, engineering, building and other community development-related code matters, and code enforcement issues.~~

11. Oversee ~~code~~ enforcement ~~of matters relating to~~ land use (~~zoning~~), building construction, health, safety, and nuisance ordinances.

12. ~~Performs related duties as assigned.~~

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of city and regional planning.

Principles of ~~engineering and~~ building safety as applied to the design and construction of ~~buildings, public works facilities.~~

Economics, statistics, research methods, and sources of information related to urban growth and development.

Laws and intergovernmental programs underlying general plans, environmental matters, zoning, housing, and land divisions.

**CITY OF REDWOOD**  
**COMMUNITY DEVELOPMENT DIRECTOR (*Continued*)**

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Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles of management and supervision and community relations. Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff.

**Ability to:**

Plan, prioritize, assign, and direct the work of professional, technical, and clerical personnel.

Delegate authority and responsibility; schedule and program work on a long-term basis.

Interpret and explain planning, zoning, ~~engineering~~, building and safety, and community development programs to the general public.

Identify, coordinate, and resolve a variety of interests in the development of land use policy.

Problem solve and ~~analy~~analyze complex situations.

Prepare and direct the preparation of a variety of written correspondence and materials that requires correct grammar, spelling, vocabulary, and punctuation.

Communicate clearly and concisely, ~~effectively~~ both verbally and in writing.

Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including employees, bargaining groups, contractors, customers and residents.

Supervise, train, coach, evaluate, and support professional, technical, and clerical staff.

Meet appropriate physical demands necessary for adequate job performance.

**Experience and Education and Experience:**

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

**Education:**

Bachelor's Degree or equivalent from an accredited college or university with major coursework in urban planning, architecture, public or business administration, or a related field. A Master's Degree in a related field is desirable.

**CITY OF REDWOOD**  
**COMMUNITY DEVELOPMENT DIRECTOR (Continued)**

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**Experience:**

Five years of progressively responsible experience in municipal management and community development, including two years of service in a supervisory capacity.

**Training:**

~~Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, business or public administration. A Master's Degree in planning, architecture, engineering, public administration, business, or related field is desirable.~~

**License or Certificate:**

Possession of, or ability to obtain, a valid State of California Driver's License at time of hire.

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment and Conditions:**

Essential duties require the following physical abilities and work environment:

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

**Effective Date:** May, 2011

**Amended Date:** January, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

## PROPOSED AMENDED JOB DESCRIPTION

### CITY OF REDWOOD CITY ASSISTANT CITY MANAGER

#### DEFINITION

The Assistant City Manager assists the City Manager in coordinating, directing, and leading the City's municipal operations. The Assistant City Manager performs complex and responsible administrative work in all areas of municipal government and assumes full administrative responsibility for the operations of assigned departments, divisions, or program areas. The ACM may oversee any City department, division, and/or program area, as well as the City Manager's Office. The Assistant City Manager also serves as the City Manager in the City Manager's absences or as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager or their designee.

Responsibilities include direct supervision of Department Heads and/or Division Heads, professional, technical and administrative staff as assigned.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provides leadership and oversight to assigned departments and/or divisions.
2. Works closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives and ~~enables~~ the development and implementation of related goals, objectives and policies.
3. Conducts studies and surveys on complicated operational and administrative problems; analyzes findings and prepare reports of practical solutions for review by City Manager.
4. Serves as acting City Manager in his or her~~their~~ absence and as assigned.
5. ~~Establishes~~ internal procedures and process improvements for assigned departments.
6. May ~~supervise the administration of personnel policies, practices, and procedures, and may~~ serve as the Personnel Officer in the review of personnel-related matters.  
~~May supervise the administration and long-range planning of City-wide information technology systems.~~
7. Maintains a competent and motivated work force through establishing or implementing hiring, training, development, and evaluation procedures and guidelines.
8. Promote a positive work environment with collaborative teamwork and performance accountability. Supervise, train and evaluate professional, technical

**CITY OF REDWOOD CITY**  
**ASSISTANT CITY MANAGER (Continued)**

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- and clerical staff. Ensures effective collaboration between assigned departments and other City departments.
8. \_\_\_\_\_
- ~~7-9.~~ Attends City Council meetings as ~~appropriate, and~~appropriate and provides staff assistance to the City Council in the absence of the City Manager and/or as assigned.
- ~~8-10.~~ Prepares and conducts presentations to the City Council, City Council Sub-Committees and other Boards and Commissions as needed.
- ~~9-11.~~ Establishes and maintains positive relationships with representatives from the community, education, non-profit, and business sectors as well as with other governmental agencies.
- ~~10-12.~~ Administers assigned functions, activities, staff and projects of the City Manager's Office.
- ~~11-13.~~ Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
- ~~12-14.~~ Manages interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations.
15. \_\_\_\_\_ Develops methods to evaluate and measure organizational effectiveness; work with departments to identify and implement solutions to increase organizational effectiveness.
16. \_\_\_\_\_ Supports citywide organizational development and succession planning efforts.
- ~~13-17.~~ Reviews staff reports, authorizes expenditures and approves agreements as assigned.
- ~~14-18.~~ Performs related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge:**

Principles, practices and techniques of public administration, including the operations and functions of a municipal government.

Administrative principles and methods, including goal setting, program development, ~~and~~ implementation and measurement, budget preparation and administration and supervision.

Performance measurements and quality of service concepts.  
Current social, political, and economic trends.

**CITY OF REDWOOD CITY**  
**ASSISTANT CITY MANAGER (Continued)**

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Principles of effective public relations and interrelationships with various community groups and stakeholders, including consensus and teambuilding.

Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations, including Brown Act meeting laws and parliamentary procedures.

~~Effective leadership techniques and practices. Principles and practices of leadership, motivation, team building and conflict resolution.~~

~~Depending on oversight of assigned departments, may require knowledge of activities in assigned departments; and departments and ability to make sound makes recommendations regarding appropriate actions and policies to the City Manager.~~

~~Principles and practices of employee relations, employee engagement and human resource management, including methods and techniques used in recruitment and selection, classification, total compensation administration, learning and development, negotiation and mediation techniques.~~

~~Principles and practices of municipal finance, budgeting and accounting.~~

~~Principles and practices of complex Information Technology systems and upgrades, including finance, budget, revenue collection and human resource systems; internet security, IT management.~~

~~Urban planning, engineering, building, zoning and transportation systems and solutions.~~

**Skills:**

Managerial and leadership principles and practices.

Budgeting and financial management.

Operational analysis and performance measurement techniques.

Consensus and teambuilding techniques.

Personal and mobile computing.

Operating a motor vehicle safely.

**Abilities:**

**CITY OF REDWOOD CITY**  
**ASSISTANT CITY MANAGER (Continued)**

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Prepare and present clear and well-organized written and oral reports and other communications to the City Manager, City Council, the public and others as required.

Provide effective leadership and coordinate the activities of assigned functional areas.

Lead, coach, train, and evaluate assigned personnel.

Establish and maintain effective working relationships with the City Council, staff and the public.

Facilitate group processes and implement community feedback forums.

Mediate and negotiate complex, difficult and potentially emotionally charged situations.

Communicate effectively in orally and in writing.

Analyze complex budgetary, management or operational problems and propose solutions.

Devise effective and efficient operating methods or procedures.

Identify opportunities for process improvement, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

Make sound decisions in a manner consistent with essential job functions.

**Education and ExperienceEXPERIENCE and TRAINING GUIDELINES:**

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

**Education:**

Bachelor's Degree from an accredited college or university in Public or Business Administration or a related field. A Master's Degree is preferred.

**Experience:**

Seven years of progressively responsible and varied experience in government, nonprofit or business management with at least three years of experience as an executive or senior manager in City or County government. Three years' experience managing core municipal functions.

**Training:**

~~Bachelor's Degree from an accredited college or university in Public or Business Administration or a related field. A Master's Degree is preferred.~~

**License or Certificate:**

**CITY OF REDWOOD CITY**  
**ASSISTANT CITY MANAGER (Continued)**

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Possession of, or ability to obtain, ~~an appropriate, a valid State of California valid~~ driver's license [at time of hire](#).

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment:**

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

[Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.](#)

Ability to work in a standard office environment with some ability to sit for long periods of time, with prolonged exposure to a computer screen and extensive public contact.

**Effective Date:** February, 2016

**Amended:** [January, 2024](#)

**Bargaining Group:** Unrepresented

**Status:** Executive Management / [FLSA](#) Exempt / At-Will

# PROPOSED AMENDED JOB DESCRIPTION

## CITY OF REDWOOD CITY FINANCE DIRECTOR

### DEFINITION

Plans, directs, organizes, evaluates, and coordinates the work of the Financial Services Division and Revenue Services Division, including To plan, direct and review centralized accounting, cash management, risk management, revenue collection and licensing, payroll administration, operating and capital budget management, data processing, and purchasing services. ~~Provides highly responsible and complex administrative leadership in support of the vision, goals, and values of the organization and policy direction as set by the City Council. Implements the mission of the department with a commitment to customer focus, service excellence, problem solving, community interests and continuous improvement. and to serve~~ Serves as the City Treasurer, Tax Collector, Assessor, ~~and Auditor~~ and Chief Financial Officer (CFO).

### SUPERVISION RECEIVED AND EXERCISED

~~Administrative direction is provided by the City Council. Indirect supervision may be provided by the City Manager~~ This position is a Department Head, serving on the City Manager's Executive Team and reports to the City Manager or an Assistant City Manager. Responsibilities include direct supervision of professional, technical and clerical staff.

### EXAMPLES OF DUTIES

1. Develop and implement goals, objectives, policies and priorities.
2. Plan, organize and direct the ~~financial~~ activities of the City Financial Services and Revenue Services Divisions including the general ledger and related accounting, ~~cash management, utility billing and~~ revenue collections, licensing, ~~data processing,~~ purchasing, payroll, budget, and risk management services.
3. ~~Assist in~~ Manage the preparation, implementation and control of the City's annual operating and capital improvement budgets; forecast City revenues, expenditures and year-end balances.
4. Manage the preparation of the City's Annual Comprehensive Financial Report, Single Audit and other required financial reports, including coordination with external auditors.

~~4.5.~~ Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure audit compliance.

~~5.6.~~ Direct In partnership with the Human Resources and IT management teams, direct the design, implementation, and control of the Enterprise Resource Planning (ERP) financial software system.

~~7.~~ Responds to general and also sensitive public inquiries with requested information. Coordinates technical assistance in labor negotiations.

~~8.~~ Prepares, reviews, edits, and presents staff reports, various management and information updates, and reports on special projects to the City Council, Finance and Audit Sub-Committee.

~~6.9.~~

~~7.10.~~ Prepare and present financial and administrative reports and resolutions to the City Council.

~~8.11.~~ May participate in meetings before residentscitizens, elected officials, committees and boards on financial and administrative matters of the City.

**CITY OF REDWOOD CITY  
FINANCE DIRECTOR (*Continued*)**

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~~9. Assess property involving the Redwood Shores General Improvement District.~~

~~10-12.~~ Invest Responsibly invest and maintain records of City funds and municipal bonds.

~~11. Serve as Tax Collector and hear appeals regarding taxes assessed for general improvement districts.~~

~~12-13.~~ Provide financial support and assistance to City departments.

~~14.~~

~~15. Monitors changes in laws, regulations, and technology that may affect Department operations or areas of responsibility; implements policy and procedural changes as required.~~ Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager, Assistant City Manager and City Council.

~~16.~~

~~17. Manages the department budget. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative, technology and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of improvements.~~

~~18. Maintains a competent and motivated work force through establishing and implementing hiring, training, development, and evaluation procedures and guidelines. Promote a positive work environment with collaborative teamwork and performance accountability. Supervise, train and evaluate professional, technical and clerical staff.~~

~~13-19.~~

~~14. Serve as the Treasurer for the Port of Redwood City.~~

~~Oversee and direct accounting activities performed by the City on behalf of the South Bayside System Authority.~~ Coordinates work of the department with other City departments. Effectively collaborates with peers in other departments – particularly in Human Resources and Information Technology.

~~15.~~

~~16-20.~~ Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

**CITY OF REDWOOD CITY  
FINANCE DIRECTOR (*Continued*)**

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Principles and methods of municipal finance administration, particularly in the areas of accounting, budgeting, auditing, ~~and data processing investments~~, purchasing and risk management, including Generally Accepted Accounting Principles (GAAP).

~~Laws, statutes, ordinances, regulations, and requirements of municipal finance and investment of public funds.~~

~~Statistical analyses as it applies to assigned work.~~

~~Technical report preparation and presentation methods and techniques.~~

~~Computer-based systems for accounting and budgeting, including electronic spreadsheets and word-processing programs.~~

~~Principles and practices of leadership, motivation, team building and conflict resolution.~~

~~Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations; principles and practices of municipal government administration including budgeting, contract administration and negotiation methods.~~

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

~~Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff. State and local laws, codes, and statutes regulating the financial administration of City government.~~

~~Principles and practices of organization, administration, and personnel management.~~

**Ability to:**

~~Develop and implement City fiscal policies and procedures.~~

~~Develop and manage a City department; auditing, accounting, financial planning and forecasting; communicate effectively both orally and in writing; skills in e~~

~~Coordinate and present City financial programs and policies with Council, management, business and the community. Plan, oversee, direct, and organize a complex financial services department.~~

~~Prepare and direct the preparation of a variety of written correspondence and materials that requires correct grammar, spelling, vocabulary, and punctuation.~~

~~Develop and install sound accounting and data processing systems and~~

**CITY OF REDWOOD CITY  
FINANCE DIRECTOR (*Continued*)**

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~~procedures.~~

~~Prepare complex financial reports and analyses.~~

~~Exercise sound and independent judgment, conduct independent analyses and make recommendations on highly complex, difficult and sensitive issues.~~

~~Interpret and explain complex regulations to internal and external stakeholders.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including the IT Manager, HR Director, HR Manager, department directors, bargaining units, employees, bargaining groups, contractors, customers and residents, and others contacted in the course of work.~~

Supervise, train, coach, ~~and~~ evaluate, and support professional, technical and clerical staff.

Meet appropriate physical demands necessary for adequate job performance.

**Experience and Education and Experience:**

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

**Education:**

Bachelor's Degree or equivalent from an accredited college or university with major coursework in accounting or business administration, or a related field. A Master's degree is desirable.

**Experience:**

~~Five~~ At least five and typically more years of progressively responsible experience in accounting and financial work including ~~considerable~~ administrative and supervisory experience.

**Education:**

~~Equivalent to a Bachelor's or equivalent from an accredited college or university with major coursework in accounting or business administration, or a related field. A Master's degree is desirable.~~

**CITY OF REDWOOD CITY  
FINANCE DIRECTOR (*Continued*)**

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**License or Certificate:**

Registration as a professional Certified Public Accountant (CPA) is desirable.

Possession of, or ability to obtain, a valid State of-California Driver's-driver's License-license at time of hire.

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment and Conditions:**

Essential duties require the following physical abilities and work environment:

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

**Effective Date:** November, 1984

**Amended Date:** January, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

# PROPOSED AMENDED JOB DESCRIPTION

## CITY OF REDWOOD CITY PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

### DEFINITION

To plan, organize, direct and oversee the activities and operations of the Parks, Recreation and Community Services Department, providing~~develop, coordinate and direct the provision of~~ a comprehensive recreation program and for the construction, maintenance, and acquisition of all parks, recreation areas, parkways, landscaped areas, and related facilities and buildings;~~and to provide highly responsible professional and technical staff assistance.~~

### SUPERVISION RECEIVED AND EXERCISED

~~Administrative direction is provided by the City Manager.~~

~~Responsibilities include direct and indirect supervision of professional, technical, and clerical positions.~~

This position reports to the City Manager or Assistant City Manager.

Responsibilities include direct supervision of management, professional, technical, and administrative staff as assigned.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include but are not limited to, the following:

~~Direct and participate in the development and implementation of goals, objectives, policies, procedures, and priorities.~~

1. Plan, organize, direct, and manage ~~coordinate the work programs of Parks and~~ Recreation and Community Services Department activities, programs, services, public art, events, park maintenance, and projects~~staff.~~
2. Evaluate community needs and consider equity in the provision of programs, services, events, arts, parks and facilities.

3. ~~P~~Plan and direct the design and development of new facilities and programs and improvements to existing facilities and programs in order to meet community needs.
4. Develop, plan, and implement City and department goals, objectives, priorities, policies, procedures, and standards.
5. Direct the preparation of~~Prepare~~ plans and specifications for the development and use of the new park facilities and buildings.
6. Prepare and present ~~submit~~ reports and recommendations, ~~plus provide technical advice~~ to the City Manager, City Council, and Parks, ~~and~~ Recreation and Community Services Commission, Arts Commission, and Senior Affairs Commission.
7. Coordinate Parks, Recreation, and Community Service programs and facility plans ~~for facilities~~ with other City departments and divisions, community organizations~~groups~~ and schools, ~~and other outside~~ public agencies and ~~neighborhood interest groups~~stakeholders.
8. Enable staff to perform assigned responsibilities; plan, organize, monitor, supervise, coordinate, and participate in the work of functional work teams.
9. Maintain a competent and motivated workforce through establishing and implementing hiring, training, development, and evaluation procedures and guidelines.
10. Promote a positive work environment with collaborative teamwork and performance accountability. Supervise, train, and evaluate professional, technical, and administrative staff.
- ~~2-11.~~ Ensure the department provides exceptional customer service, responding to Respond to the most difficult citizen service and facility use related complaints and requests as needed.
- ~~3.~~ Survey and evaluate the need and develop plans and schedules for long-range parks and recreation programs.
- 4.12. Organize available resources for construction, acquisition and maintenance, improvement and repair of parks and recreation facilities.
- ~~5.~~ Direct the establishment and maintenance of files and records of departmental activities.
- 6.13. Supervise the development and collection of recreation-related fees.
- 7.14. Supervise the preparation of forecasts of recreation fees and charges, revenue sources, and expenditures.
- 8.15. Prepare and administer the departmental budget, including operation monitoring expenditures and objectives for operating and capital improvement budgets.
- ~~9.~~ Select, supervise, train and evaluate staff.
- 10.16. Provide general direction to the City's Human Services Programs and the Fair Oaks Community Center.
17. ~~Attend meetings of and~~ Ensure~~provide~~ staff assistance to the Fair Oaks Community Center Advisory Board, the Senior Citizen's Advisory Committee, the Housing and Human Concerns Committee, the Arts Commission, the Parks, and Recreation and Community Services Commission, the Youth and Teen Advisory Boards, Parks and Arts Foundation, and the City Council and attend meetings as needed.
- 11.18. Represent the City and department in the community and at regional and state meetings and forums.

~~12.19.~~ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, and methods used in parks and recreation administration, management, and programs, and facility construction, acquisitions and maintenance.

Recreational, cultural, and social needs of all ~~age groups, plus knowledge in areas of~~ within the Redwood City community.

~~H~~orticulture, landscape, park facility design and use.

~~Record-keeping and reporting procedures.~~

Principles and practices of organization, administration, budget and ~~personnel~~ management.

~~Overall social needs of the Redwood City community.~~

Program planning, analysis methods, and report writing.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Techniques for providing a high level of customer service to the public, vendors, contractors, and City staff.

Effective community engagement techniques.

Principles, practices and methods used in the delivery of human services in the context of local government.

### **Ability to:**

Plan, prioritize, assign and direct the work of professional, technical and administrative staff, and coordinate comprehensive park and recreation activities. Select, supervise, train, and evaluate staff.

Prepare and direct the preparation of a variety of written correspondence and materials that require correct grammar, spelling, vocabulary, and punctuation.

Communicate clearly and concisely, both verbally and in writing.

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

Build and maintain constructive relationships by promoting effective partnerships with all those contacted in the course of the work, including employees, bargaining groups, contractors, customers, community organizations, public agencies and residents.

Assess whether current programs, parks and facilities equitably serve the community and ~~Understand and~~ design programs, parks and facilities to meet the parks and recreation and community service needs of the entire community.

Prepare detailed reports, plans, and specifications, and do reliable study and research as needed.

Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.

Plan, communicate, delegate, and monitor a variety of concurrent projects.

Identify opportunities for process improvements, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

Make sound decisions in a manner consistent with essential job functions.

~~Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.~~

~~Plan, direct, and coordinate comprehensive park and recreation activities. Select, supervise, train, and evaluate staff.~~

~~Meet appropriate physical demands necessary for adequate job performance.~~

### **Experience and Education Guidelines:**

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

#### **Education:**

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

**Experience:**

Five years of ~~increasingly progressively~~ responsible administrative experience in parks and recreation program management, ~~including including two years at a supervisory level.~~

**License or Certificate:**

~~Possession of a valid California driver's license. Possession of, or ability to obtain, a valid State of California Driver's License, at time of hire.~~

**Special Requirements:**

~~Successful completion of an extensive background investigation is required prior to appointment.~~

**Work Environment and Conditions:**

~~Essential duties require the following physical abilities and work environment.~~

~~Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.~~

~~Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.~~

**Special Requirements:**

~~Successful completion of an extensive background investigation is required prior to appointment.~~

**Work Environment and Conditions:**

~~Essential duties require the following physical abilities and work environment.~~

~~Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.~~

~~Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.~~

**Effective Date:** January, 1987

**Amended:** January, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

**EXHIBIT “B”**

**CITY OF REDWOOD CITY**



**EXECUTIVE MANAGEMENT  
SUMMARY OF BENEFITS**

**Revised January 22, 2024**

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The purpose of the Executive Management Summary of Benefits is to establish and maintain benefits that will attract and retain the best available talent for the City of Redwood City. Additionally, the Summary of Benefits is established to ensure Executive Management benefits stay in balance with other city employees.

**I. EXECUTIVE MANAGEMENT BENEFITS APPLY TO THE FOLLOWING CLASSIFICATIONS:**

Assistant City Attorney	Deputy City Manager
Assistant City Manager	Economic Development Manager
Assistant Community Development Director	Engineering and Transportation Director
Assistant Director of Administrative Services	Equity and Inclusion Officer
Assistant Engineering and Transportation Director	Finance Director
Assistant Parks, Recreation and Community Services Director	Financial Services Manager
Assistant Public Works Director/Chief Sustainability Officer	Fire Chief
City Clerk	Human Resources Director
Community Development Director	Human Resources Manager
Community Development Services Manager – Building	Information Technology Manager
Community Development Services Manager - Planning	Library Director
Communications Manager	Parks, Recreation and Community Services Director
Deputy City Attorney	Police Captain
	Police Chief
	Public Works Services Director
	Senior Assistant City Attorney

Individuals in the above classifications are at-will employees and shall serve at the pleasure of the City Manager.

The following Council appointed positions will receive at a minimum all benefits of the Executive Management Group and at Council discretion any additional benefits:

City Attorney  
City Manager

## **II. COMPENSATION**

### **MARKET EQUITY and SALARY SETTING**

The comparable labor market will include those cities that provide full-service, are in the Bay Area job pool, recognized as excellent organizations, and have comparable service outputs. These cities include Alameda, Berkeley, Hayward, Mt. View, Palo Alto, San Leandro, San Mateo, South San Francisco, and Sunnyvale. The market study shall be based on total compensation, including such factors as salary, benefits, and other employer payments typically considered when determining total compensation.

Upon Council direction the City Manager shall request external labor market comparisons for all classifications in the Executive Management Group. Upon review of the labor market comparison and the City's financial condition the City Council may approve implementation of new salary ranges for the Executive Management Group.

Individual Executive Management salaries for Department Heads are reviewed by the City Manager on an annual basis and are set anywhere within the established range based on performance. Individual Executive Management salaries for Division Managers are reviewed by the Department Head and recommended to the City Manager on an annual basis and are set anywhere within the established range based on performance.

### **INTERNAL ALIGNMENT**

It is the intent that Executive Management classifications shall maintain a minimum differential of 10% above direct-report classifications. The comparative analysis shall include the top of the range of the executive classification and the top of the range (or top step) of the direct-report classification. Premium pay received by a direct-report classification may be considered in the comparison, but is not required, if such pay is received on a regular and continuous basis, and the supervising classification is not similarly eligible for such pay. Adjustments in salary ranges to maintain the differential will be effective the first full pay period following Council approval.

### **EXCEPTIONAL PERFORMANCE BONUS**

The City Council shall continue to provide a bonus program for the Executive Management Group that will offer incentives and commensurate rewards for exceptional service or contributions. Any bonus granted under this program is at the discretion of the City Manager and is awarded when previously established stretch goals have been met or when the City Manager deems it appropriate. Employees in the Executive Management Group are eligible to receive up to a 5% of their base salary one time each fiscal year. It is not expected that all positions will receive bonuses each year since this program is intended to recognize only exceptional performance. This program is not a method of

recognizing expected or above average performance. Again, the bonus program is only for exceptional service to the city or community. Any bonus awarded under this program is not considered part of base salary nor is there any intention that any bonus serve as the basis for any future compensation.

Annually as part of the budget process, the City Manager recommends to Council an amount to be appropriated for this program for the ensuing fiscal year. This amount may be based upon experience and may be expanded or reduced in accordance with the City's financial prospects and the City Manager's/City Council's satisfaction with the program.

### **CITY PAID DEFERRED COMPENSATION CONTRIBUTION**

Effective October 1, 2001, the City shall contribute 2% of compensation to a deferred compensation program for all Executive Management classifications.

### **RETIREMENT ENHANCEMENT PLAN (401-A)**

All Executive Management employees shall be eligible to participate in the plan if they are employed as the City Manager, City Attorney, City Clerk, or are a Department Head, Deputy or Assistant Department Head, or Division Manager of the City of Redwood City.

The City paid contribution of 2% of compensation will go into a 401-A plan for the applicable classifications, as defined in plan document. Employee contributions shall be mandatory and determined by the City in accordance with the plan document and I.R.S. guidelines. Employee contributions effective January 1, 2017, or upon Council approval of the amended plan, whichever occurs later, shall be as listed in Appendix A.

For the purposes of this section compensation shall be defined as all regular pay and any applicable retroactive payments relating to said regular pay.

For the purposes of this section regular pay shall be defined as the amount appearing in the regular pay line on the participant's pay stub.

All Executive Management personnel will participate in the City's payroll direct deposit program. Employees shall be paid biweekly in accordance with City-wide payroll procedures.

### **TERMINATION AND SEVERANCE PAY**

The Chiefs of Police and Fire, as well as all Directors and the Assistant City Manager shall be offered employment agreements which shall include an offer of severance pay. Said employment agreements will be required for newly hired or promoted employees in these classifications and optional for current employees in these classifications. The severance pay offered to the Chiefs of Police and Fire, Directors, and Assistant City Managers is a

one-time lump sum equal to six (6) full months of monthly base salary plus the equivalent of six (6) months of 401(a) contributions and City-sponsored health, dental and vision benefits premiums. Said employment agreements shall be approved as to form by the City Attorney and may be amended from time to time as necessary.

Nothing in this Summary of Benefits shall be interpreted to be in conflict with, or to eliminate or modify in any way, the at-will employment status of any employee. The at-will employment status of an employee may be modified only in a writing expressly so stating signed by the City Manager and approved by the City Council in open session at a public meeting.

Pursuant to California Government Code sections 3304, subdivision (c), and 3254, subdivision (c), Police and Fire Chiefs shall not be removed without written notice and the reason(s) therefor and an opportunity for an administrative appeal. Such administrative appeal must be filed in writing by the Police Chief with the City Manager or their designee within ten (10) work days from the date of termination; and unless so filed, the right of appeal is lost. "Work day" is defined as any day when City Hall is open for public business. The Fire Chief appeal process will follow the appeal process in the Chief Officers' Association (COA) MOU.

### **III. LEAVE**

**a. Vacation** – Vacation accruals will be set by the City Manager based on years of service with City and total public sector years or years in the industry.

Executive Management will accrue vacation based on years of service based on the following schedule:

- Date of Hire through the fourth year of service – 3.077 hours per pay period, yields 80 hours of vacation per year).
- Fifth through the ninth year of service – 4.615 hours per pay period, yields 120 hours of vacation per year.
- Tenth through the sixteen year of service – 6.154 hours per pay period, yields 160 hours of vacation per year.
- Seventeenth through the nineteenth year of service – 6.923 hour per pay period, yields 180 hours of vacation per year.
- Twentieth and subsequent years of service – 7.692 hour per pay period, yields 200 hours of vacation per year.

Vacation leave shall not be accumulated in excess of two (2) years' worth of

vacation accrual computed to the 31<sup>st</sup> of December, except upon written authorization of the City Manager. In certain unique circumstances, the City Manager may authorize a payout of excess vacation leave over the maximum accrual cap.

- **Illness During Vacation** - An employee who commences a scheduled vacation period and subsequently becomes ill before their vacation period has been completed shall be placed on sick leave.

When the employee's vacation leave is converted to sick leave, the appropriate vacation credit shall be restored to the employee's earned vacation balance, and a reasonable opportunity to utilize this vacation credit shall be provided within the City's existing practices in order to avoid loss of vacation credit.

- b. In-Lieu Hours** - In-Lieu Hours are established to recognize the inherent and distinctive terms and conditions of employment of Executive Management classifications. These positions are distinguished from all other merit system positions in that they serve solely at the pleasure of the City Manager or appointing authority in an exempt at will capacity, they may be removed without cause, and they are expected to work on call numerous hours beyond the regular work week without any additional form of compensation.

In partial recognition of the extra work hours expected of these positions, in-lieu hours are established. Executive Management employees are eligible to receive one hundred sixty (160) hours per calendar year of in-lieu hours. This leave may be taken as time off, or paid in cash for any portion of this leave remaining as of the payroll period which includes December 31 of the calendar year or may go into the employee's 401(a) account (where permitted by the plan document). Newly appointed Executive Management employees who have served less than one full calendar year may receive a prorated portion of this leave at the discretion of the City Manager.

- c. Holidays** - The following are recognized holidays:

New Year's Day  
Martin Luther King, Jr. Day (observed on the third Monday in January)  
President's Day (observed on the third Monday in February)  
Memorial Day (observed on the last Monday in May)  
Juneteenth (observed June 19)  
Independence Day  
Labor Day (observed on the first Monday in September)  
Veterans Day (observed November 11)  
Thanksgiving Day  
The Day After Thanksgiving

Christmas Eve  
Christmas Day  
New Year's Eve  
Two Administrative Holidays

- **Administrative Holiday** - At the option of the employee, an employee may receive pay at the employee's straight-time rate of pay in lieu of one or both of the administrative holidays at eight (8) hours per administrative holiday. In the event that one or both of the administrative holidays are not used by the last pay period paid in the year (based on the preceding twenty-six (26) pay periods), payment will be made no later than the first pay period in February.
- **Holiday During Vacation** - In the event any of the holidays above occur while an employee is on vacation or sick leave, the holiday shall not be charged as vacation or sick leave.

- d. **Sick Leave** - Sick leave with pay shall be granted to all regular employees except as hereinafter provided, at the rate of one (1) working day for each full calendar month of service (3.693 hours per pay period), credited on a biweekly basis.

Sick leave shall be defined as the non-job related absence from work due to illness, bodily injury, exposure to contagious disease, and caring of family members or domestic partner whose illness required the employee's care. Sick leave may also be utilized for specified circumstances as provided for by City Policy and State and Federal law, including use of up to one-half of sick leave accrued in any calendar year to obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Unused sick leave may be accumulated to maximum sick leave credits of 1200 hours.

In the event an employee has accumulated the maximum sick leave credits of 1200 hours and the employee becomes so severely ill that he exhausts his/her sick leave, the City Manager may authorize additional sick leave to include any sick leave in excess of the 1200 hours maximum which may have been lost due to the maximum limitation; provided, however, that sick leave credits were not accumulated for a period of six (6) months or longer.

An employee may elect to receive compensation in lieu of sick leave credits for any calendar year (based on the first twenty-six (26) pay periods in the calendar year) by requesting payment of unused sick leave in writing to Finance no later than December 1 prior to the calendar year in which leave is earned. Payment shall be made at fifty percent (50%) of the unused sick leave hours accrued for that calendar year at the salary for the year the payment is being made and shall be made after December 31. There shall be no payment in lieu of accumulated sick leave benefits for years prior to such calendar year.

Accumulated sick leave credits shall be reduced by the value of the sick leave compensated as provided in the above paragraph and the remaining balance shall be accumulated to a maximum of 1200 hours.

If an employee terminates their employment, for reasons other than death, retirement or discharge, compensation in lieu of unused sick leave shall be paid in accordance with the terms provided for an employee who may elect to receive compensation in lieu of sick leave credits, prorated to the date of termination of service.

Employees who retire from City employment with benefits from PERS or who die while in the employ of the City shall be eligible to receive fifty percent (50%) of accrued unused sick leave. In the event of the death of an employee, such payments shall be made to the designated beneficiary filed with the Human Resources Division, or, in the event no designated beneficiary has been chosen, the beneficiary listed in the employee's insurance policy will receive the payment of such unused sick leave as provided under the provisions for an employee who elects to receive compensation in lieu of sick leave credits.

Employees discharged shall not be eligible for payment of unused sick leave.

- **PERS Sick Leave Credit** - In the event the PERS sick leave credit contract option is provided to any employee organization in the miscellaneous group of employees, all Executive Management employees shall be granted this benefit.

e. **Absences Less Than One (1) Day** - Executive Management shall charge the appropriate leave balances (vacation, sick, administrative) only for absences of one (1) or more working days.

f. **Industrial Disability Leave**

Non-Safety employees hired on or after April 1, 1983, shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of sixty (60) days or until retirement, whichever occurs first. In accordance with Labor Code 4850, public safety employees shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of one (1) year, or until retirement, whichever occurs first. During the period the employee is paid by the City, the employee shall assign or endorse to the City any salary replacement benefit payments received as a result of workers' compensation insurance coverage. The City reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by workers' compensation.

g. **Bereavement Leave** – In the event of a death in the immediate family member of an employee in the Executive Management Group that employee, upon request, shall be granted such time off with pay as is necessary to make arrangements for and/or attend the funeral not to exceed three (3) regularly scheduled working days or four (4) days in the event the funeral is 300 or more miles from the City. For bereavement leave, immediate family shall be restricted to parent, sibling, spouse, domestic partner, child, half-sibling, stepsibling, parent-in-law, grandparent, grandchild, and stepparent, stepchild in those cases where direct child rearing-parental relationship may be demonstrated to have existed. An employee may request bereavement leave to attend the funeral of a close relation not listed herein, subject to the approval of the City Manager or designee. An employee may take additional unpaid bereavement leave for a total of five (5) regularly scheduled working days; however, employees may use accrued paid leave for the unpaid days. The five (5) days of bereavement leave may be taken intermittently, but must be completed within three (3) months of the family member's or close relation's date of death, subject to the approval of the City Manager or designee.

h. **Military Leave** - The provisions of the Military and Veterans Code of the State of California shall govern the granting of military leaves of absence and the rights of employees returning from such leaves.

i. **Parental Leave of Absence Without Pay** - Qualifying employees shall be granted upon request a leave of absence without pay for the purpose of parent-child bonding following the birth of a child or the placement of a child in the employee's family for adoption or foster care for a period of up to one (1) year.

The employee on leave shall be returned to their original position or if that position is not in existence, to an equivalent position within their classification.

A parental leave is granted without pay for the duration of leave. Where an employee has accrued paid vacation, NAVL, compensatory time, or sick leave, that paid leave may be substituted for all or part of any unpaid parental leave. The City may also require use of paid accrued leave during parental leave in accordance with City policy and Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) regulations.

The employee may elect to continue medical and dental insurance coverage for up to one (1) year during this leave. Medical and dental insurance coverage during any portion of parental leave that does not run concurrently with FMLA, CFRA or PDL shall be at the employee's own expense.

Parental Leave shall run concurrently with leave provisions provided under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), in accordance with State and Federal Law and City policy.

In any case in which two employees of the City are entitled to parental leave for the same child, the aggregate number of workweeks of parental leave to which both may be entitled shall be limited to fifty-two (52) workweeks during any twelve (12) month period.

- j. Leave for Pregnancy Disability** – In accordance with the California Fair Employment and Housing Act and City policy, employees are entitled to pregnancy disability leave.
- k. Family and Medical Leave**  
In accordance with the California Family Rights Act of 1991 and the Family and Medical Leave Act of 1993, and City policy, qualifying regular part-time and full-time employees are entitled to leave.
- l. Court Appearance Leave** - Leave for court appearance shall be granted by the City for court appearance on behalf of the City with no loss of salary.
- m. Jury Duty** - Any employee whose name shall be selected from the list of trial jurors to serve as a juror in a civil or criminal action pending in a Superior, Municipal, or Justice Court of the State of California, or any Federal court convening in the State of California, or any employee required to report for the selection of a jury in any of these courts shall receive pay for the time such service requires his absence from work; provided, however, that the City may require proof of the time such service was required and any moneys received from jury service shall be turned into the City; provided, further, that the employee shall

report to work whenever a reasonable portion of the workday or shift remains for completion. Any employee required to serve as a juror shall not have their regular starting or quitting time changed as a result of being called for jury service.

- n. **Leave of Absence** - Upon written request of an employee, the City Manager may grant a leave of absence without pay for a period not to exceed one (1) year. Any authorization for a leave of absence without pay shall be made in writing by the City Manager.

During an approved leave of absence, the employee shall not engage in gainful employment unless authorized to do so by written permission of the City. The City may cancel the leave of absence or terminate any employee who violates the terms and conditions of the written permission for the leave.

Unless required by law, employees shall not receive City contributions to benefits or accrue vacation, sick leave or other paid leave, during leave of absence without pay. Employees on unpaid leave of absence may continue group health insurance coverage provided the employee pays the entire cost of coverage for the option selected. Late payment may result in cancellation of health plan coverage with no-reinstatement allowed.

#### **IV. HEALTH BENEFITS**

**Medical Insurance/Cafeteria Plan** - The City agrees to contract with the California Public Employee's Retirement System (CalPERS) for participation under the Public Employees Medical and Hospital Care Act (Government Code Section 22750, et, seq.), for the purpose of providing medical insurance benefits for employees

The City's maximum contribution for each eligible, active employee for a Health Benefit Plan (as referenced in Government Code Section 22892) shall not exceed the CalPERS minimum contribution, adjusted annually by the CalPERS Board to reflect any change to the medical care component of the Consumer Price Index.

All costs incurred by the City to maintain the Group Health Benefits Plan in compliance with Government Code Section 22751, et. Seq., and all costs incurred by the City to maintain the Cafeteria Plan in compliance with IRS Code Section 125, shall be paid from the aforementioned monthly dollar caps. Such costs include, but are not limited to, premiums, surcharges, and/or administrative fees. In the event there are any costs not charged to the City due to delays by CalPERS and/or other administrative agencies in calculating, or reporting these costs, said costs shall be carried over and charged as administrative costs to the following plan year and deducted from the aforementioned monthly dollar caps accordingly.

The health plans offered shall be those of the California Public Employee's Retirement System (PERS) or any other reasonably comparable health plan options.

The City shall establish in accordance with Section 125 of the IRS Code a Cafeteria Plan establishing the following individual accounts for each active employee:

- A. Group Health Plan Medical Premiums
- B. Flexible Spending Account for Dependent Care
- C. Flexible Spending Account for Medical Expenses

Effective January 1, 2012, the City's monthly contribution for each eligible full-time employee for the aforementioned Cafeteria Plan shall be equal to ninety percent (90%) of the premium of the health plan and level of coverage selected by the employee, up to ninety percent (90%) of the CalPERS Bay Area Kaiser Family Premium per employee, minus applicable administration fees.

**Health Savings/Cash Option** – Effective January 1, 2012, if an employee elects no City-offered health insurance coverage and provides attestation of alternate "minimum essential coverage" for the employee and all individuals in their tax family, \$200 per month may be taken as cash. The employee may also elect to have such funds deposited in a Flexible Spending Account (FSA) or Dependent Care Reimbursement Account.

**Retiree Health** – For Executive Management employees hired before January 1, 2013 who have five (5) years of service, or hired on or after January 1, 2013 who have ten (10) years of service, and retire under the City's retirement plan within one hundred twenty (120) days of separation from City employment, the retirement stipend paid by the City shall be as follows:

- a. Retiree Health Tier 1: For retirees hired by the City before September 1, 2018, the City's stipend shall be the amount of the premium for single party coverage in the plan selected by the retiree, not to exceed the amount of the CalPERS Bay Area Kaiser Premium for family coverage. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in premium amount.

For Retiree Health Tier 1 retirees hired by the City before September 1, 2018, who reside in other higher priced regions, the City's stipend shall be the amount of the premium for single party coverage in the plan selected by the retiree, not to exceed the amount of the CalPERS Bay Area Kaiser Premium for family coverage based on the Bay Area Regional pricing schedule. The retiree will be required to pay the additional premium amount that is in excess of the Bay Area rates. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

- b. Retiree Health Tier 2: For retirees hired by the City on or after September 1, 2018, the City's stipend shall not exceed ninety percent (90%) of the CalPERS Bay Area Kaiser Premium for single party coverage. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

For Retiree Health Tier 2 retirees hired by the City on or after September 1, 2018, who reside in other higher priced regions, the City's stipend shall not exceed ninety percent (90%) of the CalPERS Bay Area Kaiser Premium for single party coverage. The retiree will be required to pay the additional premium amount that is in excess of the Bay Area rates. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

For Retiree Health Tier 2 employees who separate employment via a service retirement during the term of this MOU, this benefit shall continue until the retiree becomes eligible for Medicare. Once the retiree becomes eligible for Medicare, the City's stipend shall not exceed the single party cost of the "Kaiser Permanente SR Advantage Plan." Should that plan be abolished, the City's stipend will not exceed the single party cost of the next most comparable plan. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in premium amount.

**Dental Insurance** - The City shall continue to provide to eligible employees and dependents, including domestic partners, dental insurance. Coverage to be as follows: \$2,100 annual cap for basic coverage and \$2,500 lifetime cap for orthodonture effective October 1, 2001. The City will pay ninety percent (90%) of the dental insurance premium for eligible employees and dependents.

**Vision Care** - The City shall continue to contract with Vision Service Plan (VSP) or a comparable vision care provider to provide vision care benefits for employees and their dependents including domestic partners. The Vision Service Plan B provides for an exam every twelve (12) months, lenses every twelve (12) months if needed, and frames every twenty-four (24) months if needed. There will be no deductible for employees, but a twenty dollar (\$20.00) per person deductible will apply to dependents each time benefits are available and will be paid by the employee. The City will pay ninety percent (90%) of the vision insurance premium for eligible employees and dependents.

**Savings Clause** – If, pursuant to any federal or state law which may become effective subsequent to the effective date of this policy, the City is required to pay contributions or taxes for hospital-medical-surgical, dental care, prescription drug or other health benefits to be provided its employees under such federal or state act, the City's obligation to furnish the same benefits under the hospital-medical programs shall be suspended and

the contributions agreed to be paid monthly hereunder by the City shall be reduced each month by the amounts which the city is required to expend during such month in the form of contributions or taxed to support said federal or state health plan.

If, as a result of such law, the level of benefits provided by such law for any group of employees, or their dependents, is lower in certain categories of services than that provided under the existing major plan, the City shall, to the extent practical, provide a plan of benefits supplementary to the federal or state benefits so as to make benefits in each category of coverage as nearly comparable as possible to the benefits provided under the existing major plan. The City need only expend for this purpose the actual amount required to achieve parity between the benefits provided under any federal or state plan as supplemented in the manner hereinabove described. In no event shall the City be required to expend for such purposes an amount which when added to the contributions or taxes required of the City under the federal or state act, shall exceed the amounts paid at the time such legislation becomes effective.

If the benefits provided under the federal or state act exceed the benefits provided hereunder in each category of coverage, the City shall be under no further obligation to make any contribution.

**Life Insurance** – The City shall provide “basic” life insurance coverage of three thousand dollars (\$3,000) to all members of the Executive Management Group. The City shall offer to eligible employee’s additional life insurance equal to one and one-half (1-1/2) times the employee’s annual salary at a 60/40 premium contribution split between the City and the employee respectively.

**Long Term Disability** - The City will contract to provide Long Term Disability Insurance for Executive Management employees. The City will pay the full cost of the basic rate (basic rate provides for up to a three thousand dollars (\$3,000) maximum monthly payout). A buy-up option will be included to offer the employee the opportunity to increase their coverage, at their own expense, up to an additional three thousand dollars (\$3,000) monthly payout. The total maximum monthly payout available will be six thousand dollars (\$6,000).

**Social Security** - In the event the City and its employees are required to participate in the Federal Social Security Program, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

**COBRA** - The City may cause employees not entitled to the benefits set forth in this Article who are allowed to remain on a City health insurance plan following separation from employment pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) to be charged for such coverage at the maximum rate permissible by law (presently 102% of the premium for an active employee).

## **V. RETIREMENT**

### **Public Employees' Retirement System (PERS) -**

**Tier 1:** For employees hired before October 24, 2011, the City shall provide the Local Miscellaneous Members Section 21354.5 two and seven-tenths percent (2.7%) at age fifty-five (55) retirement formula, and the Public Safety members Section 21362.2 three percent (3%) at age fifty (50) retirement formula. Final compensation is calculated based on the single highest year in accordance with Government Code Section 20042.

**Tier 2:** - Retirement benefits for employees hired on or after October 24, 2011, and do not meet the definition of "new member" as set forth in Government Code Section 7522.02(f), shall be those established by the Public Employees' Retirement System (PERS) for Local Miscellaneous Members two percent (2%) at sixty (60) formula retirement plan in accordance with Government Code Section 21353, and for Safety Members three percent (3%) at Age Fifty-Five (55) formula retirement plan in accordance with Government Code Section 21363.1. Final compensation is calculated based on the average of three years of employment in accordance with Government Code Section 20037.

**Tier 3:** - For employees hired on or after January 1, 2013 and meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the City will provide the CalPERS two percent (2%) at age sixty-two (62) formula retirement plan for Local Miscellaneous Members, and two and seven-tenths percent (2.7%) at age fifty-seven (57) formula retirement plan for Local Safety members in accordance with Government Code Section 7522.20. Final compensation is calculated based on the average of three years of employment, in accordance with Government Code Section 7522.32.

The City shall pay the rate prescribed by the Public Employees' Retirement System for employer contributions to the Public Employees' Retirement System in accordance with the rules and regulations governing such employer contributions, which consists of one-half of the total normal costs for pension. New members shall be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.

### **Employee Member Contribution**

Effective October 31, 2016 the employee shall pay the full required employee contribution in accordance with the established plan. The current required contribution rates as of July 1, 2023 are as follows:

	Miscellaneous Members	Public Safety Members
Tier 1	8.00%	9.00%
Tier 2	7.00%	9.00%
Tier 3*	7.00%	13.25%

\*The mandatory contribution for Tier 3 Members is 50% of the normal cost of the benefit, subject to change each fiscal year.

**Employee Contribution to Employer Share of Pension** - The City shall pay the rate prescribed by the Public Employees’ Retirement System for employer contributions to the Public Employees’ Retirement System in accordance with the rules and regulations governing such employer contributions.

Effective July 10, 2017 in accordance with Section 20516(f) of the Government Code, Miscellaneous Member employees in Tier 1 and Tier 2 retirement formula plans shall pay a total of seven percent (7%) of salary toward the employer cost of retirement. Public Safety Member employees in Tier 1 and Tier 2 retirement formula plans shall continue to pay a total of nine percent (9%) of salary toward the employer cost of retirement. All employees in the Tier 3 retirement formula plans shall continue to pay a total of two percent (2%) of salary toward the employer cost of retirement. The current contribution rates as of July 1, 2023 are as follows:

	Miscellaneous Members	Public Safety Members
Tier 1	7%	9%
Tier 2	7%	9%
Tier 3*	2%	2%

The contributions to the employer share of pension shall not be credited to the employee account at CalPERS and shall not be reimbursed to the contributor by the City at any time for any reason.

**PERS Military Leave Credit Option** – Members who are qualified may apply to PERS for up to four- (4) year’s military credit. The individual employee would be responsible for payment of all the costs of this benefit except for the contractual option between the City of Redwood City and the Public Employees Retirement System.

**VI. REIMBURSEMENTS/ALLOWANCES**

**a. Educational Expense Reimbursement** - Executive Management employees shall be eligible for reimbursement of costs of tuition, registration fees, books and supplies, and other educational expenses incurred in connection with enrollment in and successful completion of courses of instruction and/or continuing education requirements related to the employee's position with the City or a higher position with the City.

An Executive Management employee shall be eligible to receive reimbursement not to exceed one thousand five hundred dollars (\$1,500.00) per fiscal year, provided that the courses of instruction require attendance at an accredited community college or university, are part of a curriculum leading to a degree, are approved in advance of enrollment by the Human Resources Department, and the employee successfully completes such course submitted for reimbursement with a grade of "C" or better. The Educational Expense Reimbursement Program may be used for professional development workshops or seminars, and with approval of both the Department Head and City Manager, for participation in leadership development programs.

- b. Professional Development Reimbursement** – Reimbursement for authorized personal development and improvements will be granted to Executive Management up to a maximum of seven hundred and fifty dollars (\$750.00) per fiscal year. The following items are examples: Civic, community and professional organizations; professional development costs such as purchase of personal computers and related devices, tuition for job-related seminars, conferences and educational work or other professional development membership costs not included in the departmental budget. With department head and City Manager approval, personal well-being activities such as fitness and gym membership fees can be applied to the \$750.00 per fiscal year.

Professional development requires approval by both the Department Head and City Manager.

Requests for educational, professional development, personal well-being and /or technology reimbursements must be approved and submitted to Finance by May 31<sup>st</sup> of each year.

Taxability of this benefit allowance is governed by the provisions of the Internal Revenue Code and State and local regulations. Upon separation of employment, the employee retains ownership of any devices purchased with Professional Development funds.

- c. Auto Allowance** - Executive Management employees who are required to keep available a privately-owned vehicle for use in traveling on City business during their working days as a condition of employment shall receive an amount equal to estimated actual costs, including costs of fuel, maintenance, repairs insurance and depreciation, which amount shall not exceed \$400.00 per month for Department Heads and \$300.00 for all other Executive Management employees.

Executive Management employees may receive additional compensation based on the current prescribed IRS mileage reimbursement rate per mile for work-related travel outside the Bay Area, where the total round-trip exceeds 150 miles from the

employee's regular work location. Mileage records shall be maintained for establishing such payment.

For travel where the total round-trip exceeds three hundred (300) miles, additional compensation shall not exceed actual coach air fare when such fare is less than the amount computed at the aforesaid rates. For the purposes of this subsection, the actual cost of fuel, maintenance, repairs, insurance and depreciation, shall be deemed equal to the maximum allowance provided.

Executive Management employees may be eligible to receive a city vehicle in-lieu of auto allowance upon authorization from the City Manager.

- d. **Uniform Allowance** – Effective July 1, 2018, Fire Chief, Police Chief, Deputy Police Chief and Police Captains shall be paid an annual uniform allowance of eight hundred dollars (\$800.00). Uniform allowance will be paid on a pay period basis at twenty eight dollars and forty-six cents (\$30.77) per pay period as part of their regular paychecks. For classic CalPERS members as defined by PEPR, the City will report to CalPERS the monetary value of this uniform allowance on a per pay period basis.
- e. **Cellular Phone Stipend** – Employees required to use a cell phone for City business shall receive a cellular phone stipend of thirty-four dollars and sixty-two cents (\$34.62) per pay period. Employees who are issued a City-owned cellular phone for City business are ineligible for the cellular phone stipend. The City Manager may authorize a cell phone stipend for certain employees in the Confidential Unit.
- f. **Other Expenses** - Upon approval of the City Manager and department head, the City will reimburse employees for expenses incurred in performance of their assigned job duties when such other expenses are other than, or in addition to, expenses based upon mileage transportation costs, in accordance with the City's travel policy.
- g. **Compensation for Vehicular Damage** - The existing City policy on Use of City Owned and Private Vehicles for City Business in effect currently and as subsequently amended, shall be followed.
- h. **Licenses and Certificates** - Employees who are required by State or Federal agencies to be licensed or certified shall be reimbursed for the fees for such license or certificate, excluding licenses required by the Department of Motor Vehicles.
- i. **Service Credit** - Executive Management employees shall have all years of service with the City of Redwood City credited toward accrual rates and benefit vesting privileges.

## **Appendix A**

### **401(a) Retirement Plan Employee Contributions**

Effective January 1, 2017, or upon Council approval of the amended 401(a) plan document, employee contributions shall be as follows:

Group 1: Executive members appointed prior to January 1, 2015 shall continue with the mandatory employee contribution designated at the time of appointment

Group 2: Executive members appointed on or after January 1, 2015 shall have mandatory employee contributions as follows:

City Manager and City Attorney	5% of Salary
<u>Department Heads:</u> <ul style="list-style-type: none"><li>• Public Safety</li><li>• Miscellaneous Tier 3 (PEPRA)</li></ul>	5% of Salary
All other Executive Members	No Employee Contribution

**Appendix B**  
**EXECUTIVE MANAGEMENT**  
**SALARY RANGES**  
**Effective January 22, 2024**

Department Heads	Minimum Monthly Salary	Maximum Monthly Salary
Assistant City Manager***	\$18,526.20	\$25,010.70
City Clerk	\$11,738	\$15,847
Community Development Director***	\$16,472	\$22,237
Deputy City Manager	\$15,221	\$20,547
Engineering and Transportation Director	\$16,472	\$22,237
Finance Director	\$16,021	\$21,627
Fire Chief	\$20,646	\$25,808
Human Resources Director	\$16,009	\$21,612
Library Director***	\$16,009	\$21,612
Police Chief**	\$21,029.80	\$28,405.30
PRCS Director	\$16,842	\$22,737
PWS Director	\$16,472	\$22,237

Division Heads, Deputy/Assistant Director, and Other Executives	Minimum Monthly Salary	Maximum Monthly Salary
Assistant City Attorney	\$13,946	\$18,828
Assistant Community Development Director	\$13,525	\$18,259
Assistant Director of Administrative Services	\$14,915	\$20,138
Assistant Engineering and Transportation Director	\$13,525	\$18,259
Assistant PRCS Director	\$13,525	\$18,259
Assistant Public Works Director/Chief Sustainability Officer	\$13,525	\$18,259
CD Manager – Building**	\$13,046	\$17,612
CD Manager - Planning	\$13,046	\$17,612
Communications Manager	\$11,738	\$15,847
Deputy City Attorney	\$10,812	\$14,596
Economic Development Manager	\$13,557	\$18,301
Equity and Inclusion Officer	\$11,738	\$15,847
Financial Services Manager	\$13,557	\$18,301
Human Resources Manager	\$12,383	\$16,716
Information Technology Manager	\$13,557	\$18,301

Police Captain**	\$19,128	\$ \$25,823
Senior Assistant City Attorney	\$15,342	\$20,710

\*\*Police Chief, Police Captain and Community Development Manager - Building salary ranges effective 09-11-2023.

\*\*\* Assistant City Manager, Community Development Director and Library Director salary ranges effective 01-29-24.

## EXHIBIT C-1

### Amendment to the City's Salary Plan

#### EXECUTIVE MANAGEMENT

<b>New Classifications Effective January 22, 2024</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
ENGINEERING AND TRANSPORTATION DIRECTOR – Internally Aligned to Community Development Director	16,472.00	22,237.00
ASST. ENGINEERING AND TRANSPORTATION DIRECTOR – Internally aligned to Assistant Community Development Director	13,525.00	18,259.00

<b>Classification Alignments Effective January 29, 2024</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
ASSISTANT CITY MANAGER – Adjusted to meet 10% minimum differential with direct report	18,526.20	25,010.70
COMMUNITY DEVELOPMENT DIRECTOR – Internally Aligned to set same as Public Works Services Director	16,472.00	22,237.00
LIBRARY DIRECTOR – Internally aligned to set same as Human Resources Director	16,009.00	21,612.00

<b>Classification Alignments Effective September 11, 2023</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
POLICE CHIEF – Increase to meet 10% minimum differential with direct report	21,029.80	28,405.30
COMMUNITY DEVELOPMENT MANAGER – BUILDING – Internally aligned to set same as Community Development Manager – Planning	13,046.00	17,612.00

<b>Deleted Classifications Effective January 22, 2024</b>
COMMUNITY DEVELOPMENT MANAGER – ENGINEERING
DEPUTY POLICE CHIEF

**EXHIBIT C-2  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 01-22-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
1	CLASSIFICATION TITLE	CLASS CODE	BARGAINING UNIT	SALARY EFFECTIVE DATE	SALARY	STEP 1 / BOTTOM OF RANGE	STEP 2	STEP 3	STEP 4	STEP 5 / TOP OF RANGE	STEP 6 / TOP OF RANGE FIRE FIGHTER / ENGINEER	COMP
2												
3	ACCOUNT CLERK I	E730	SEIU	2/13/2023	MONTHLY	5,323.00	5,588.00	5,868.00	6,161.00	6,468.00		8810
4					BIWEEKLY	2,456.77	2,579.08	2,708.31	2,843.54	2,985.23		
5					HRLY RATE	30.71	32.24	33.85	35.54	37.32		
6												
7	ACCOUNT CLERK II	E700	SEIU	2/13/2023	MONTHLY	5,849.00	6,144.00	6,451.00	6,773.00	7,114.00		8810
8					BIWEEKLY	2,699.54	2,835.69	2,977.38	3,126.00	3,283.38		
9					HRLY RATE	33.74	35.45	37.22	39.08	41.04		
10												
11	ACCOUNTANT	C440	RCMEA	10/9/2023	MONTHLY	9,216.00				11,062.00		9410
12					BIWEEKLY	4,253.54				5,105.54		
13					HRLY RATE	53.17				63.82		
14												
15	ACCOUNTING TECHNICIAN I	E620	SEIU	2/13/2023	MONTHLY	6,114.00	6,413.00	6,739.00	7,078.00	7,432.00		8810
16					BIWEEKLY	2,821.85	2,959.85	3,110.31	3,266.77	3,430.15		
17					HRLY RATE	35.27	37.00	38.88	40.83	42.88		
18												
19	ACCOUNTING TECHNICIAN II	E735	SEIU	2/13/2023	MONTHLY	6,726.00	7,061.00	7,416.00	7,783.00	8,176.00		8810
20					BIWEEKLY	3,104.31	3,258.92	3,422.77	3,592.15	3,773.54		
21					HRLY RATE	38.80	40.74	42.78	44.90	47.17		
22												
23	ADMINISTRATIVE ASSISTANT	C715	RCMEA	10/9/2023	MONTHLY	8,440.00				10,135.00		8810
24					BIWEEKLY	3,895.38				4,677.69		
25					HRLY RATE	48.69				58.47		
26												
27	ADMINISTRATIVE CLERK I	E795	SEIU	2/13/2023	MONTHLY	4,871.00	5,114.00	5,367.00	5,638.00	5,920.00		8810
28					BIWEEKLY	2,248.15	2,360.31	2,477.08	2,602.15	2,732.31		
29					HRLY RATE	28.10	29.50	30.96	32.53	34.15		
30												
31	ADMINISTRATIVE CLERK II	E770	SEIU	2/13/2023	MONTHLY	5,361.00	5,629.00	5,908.00	6,207.00	6,513.00		8810
32					BIWEEKLY	2,474.31	2,598.00	2,726.77	2,864.77	3,006.00		
33					HRLY RATE	30.93	32.48	34.08	35.81	37.58		
34												
35	ADMINISTRATIVE CLERK III	E710	SEIU	2/13/2023	MONTHLY	5,892.00	6,187.00	6,496.00	6,822.00	7,162.00		8810
36					BIWEEKLY	2,719.38	2,855.54	2,998.15	3,148.62	3,305.54		
37					HRLY RATE	33.99	35.69	37.48	39.36	41.32		
38												
39	ADMINISTRATIVE SECRETARY	C710	RCMEA	10/9/2023	MONTHLY	8,071.00				9,683.00		8810
40					BIWEEKLY	3,725.08				4,469.08		
41					HRLY RATE	46.56				55.86		
42												
43	ASSISTANT CITY ATTORNEY	C415	EXEC. SERV.	7/3/2023	MONTHLY	13,946.00				18,828.00		9410
44					BIWEEKLY	6,436.62				8,689.85		
45					HRLY RATE	80.46				108.62		
46												
47	ASSISTANT CITY CLERK	C675	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		8810
48					BIWEEKLY	4,677.23				5,610.92		
49					HRLY RATE	58.47				70.14		
50												
51	ASSISTANT CITY MANAGER	C110	EXEC. SERV.	1/29/2024	MONTHLY	18,526.20				25,010.70		9410
52					BIWEEKLY	8,550.55				11,543.40		
53					HRLY RATE	106.88				144.29		
54												
55	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	C140	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
56					BIWEEKLY	6,242.31				8,427.23		
57					HRLY RATE	78.03				105.34		
58												
59	ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES	C141	EXEC. SERV.	7/3/2023	MONTHLY	14,916.00				20,138.00		9410
60					BIWEEKLY	6,884.31				9,294.46		
61					HRLY RATE	86.05				116.18		
62												
63	ASSISTANT ENGINEER I	G700	SEIU	2/13/2023	MONTHLY	8,591.00	9,024.00	9,476.00	9,949.00	10,444.00		9410
64					BIWEEKLY	3,965.08	4,164.92	4,373.54	4,591.85	4,820.31		
65					HRLY RATE	49.56	52.06	54.67	57.40	60.25		
66												

**EXHIBIT C-2  
CITY OF REDWOOD CITY  
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UPDATED 01-22-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
67	ASSISTANT ENGINEER II	G600	SEIU	2/13/2023	MONTHLY	9,449.00	9,925.00	10,422.00	10,947.00	11,489.00		9410
68					BIWEEKLY	4,361.08	4,580.77	4,810.15	5,052.46	5,302.62		
69					HRLY RATE	54.51	57.26	60.13	63.16	66.28		
70												
71	ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR	TBD	EXEC. SERV.	1/22/2024	MONTHLY	13,525.00				18,259.00		9410
72					BIWEEKLY	6,242.31				8,427.23		
73					HRLY RATE	78.03				105.34		
74												
75	ASSISTANT PARKS, RECREATION & COMMUNITY SERVICES DIRECTOR	C135	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
76					BIWEEKLY	6,242.31				8,427.23		
77					HRLY RATE	78.03				105.34		
78												
79	ASSISTANT PLANNER	H750	SEIU	2/13/2023	MONTHLY	8,492.00	8,921.00	9,364.00	9,833.00	10,325.00		9410
80					BIWEEKLY	3,919.38	4,117.38	4,321.85	4,538.31	4,765.38		
81					HRLY RATE	48.99	51.47	54.02	56.73	59.57		
82												
83	ASSST. PUBLIC WORKS DIRECTOR / CHIEF SUSTAINABILITY AND RESILIENCY OFFICER	C204	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
84					BIWEEKLY	6,242.31				8,427.23		
85					HRLY RATE	78.03				105.34		
86												
87	ASSOCIATE ENGINEER	G500	SEIU	2/13/2023	MONTHLY	10,401.00	10,919.00	11,467.00	12,038.00	12,641.00		9410
88					BIWEEKLY	4,800.46	5,039.54	5,292.46	5,556.00	5,834.31		
89					HRLY RATE	60.01	62.99	66.16	69.45	72.93		
90												
91	ASSOCIATE PLANNER	H700	SEIU	2/13/2023	MONTHLY	9,344.00	9,811.00	10,299.00	10,820.00	11,359.00		9410
92					BIWEEKLY	4,312.62	4,528.15	4,753.38	4,993.85	5,242.62		
93					HRLY RATE	53.91	56.60	59.42	62.42	65.53		
94												
95	BATTALION CHIEF	C300	COA	10/10/2022	MONTHLY	15,567.00				18,923.00		7706
96					BIWEEKLY	7,184.77				8,733.69		
97					HRLY RATE	64.15				77.98		
98												
99	BATTALION CHIEF - 40 HR	C301	COA	10/10/2022	MONTHLY	16,891.00				20,530.00		7706
100					BIWEEKLY	7,795.85				9,475.38		
101					HRLY RATE	97.45				118.44		
102												
103	BODY WORN CAMERA PROGRAM MANAGER	C528	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		9410
104					BIWEEKLY	4,677.23				5,610.92		
105					HRLY RATE	58.47				70.14		
106												
107	BUILDING ATTENDANT III	N810	SEIU	2/13/2023	MONTHLY	3,453.00	3,621.00	3,803.00	3,991.00	4,193.00		8810
108					BIWEEKLY	1,593.69	1,671.23	1,755.23	1,842.00	1,935.23		
109					HRLY RATE	19.92	20.89	21.94	23.03	24.19		
110												
111	BUILDING INSPECTOR	K710	SEIU	2/13/2023	MONTHLY	8,741.00	9,175.00	9,638.00	10,117.00	10,623.00		9410
112					BIWEEKLY	4,034.31	4,234.62	4,448.31	4,669.38	4,902.92		
113					HRLY RATE	50.43	52.93	55.60	58.37	61.29		
114												
115	BUILDING MAINTENANCE WORKER	N670	SEIU	2/13/2023	MONTHLY	7,075.00	7,429.00	7,803.00	8,191.00	8,598.00		9420
116					BIWEEKLY	3,265.38	3,428.77	3,601.38	3,780.46	3,968.31		
117					HRLY RATE	40.82	42.86	45.02	47.26	49.60		
118												
119	BUSINESS MANAGER	C431	CONFIDENTIAL	10/9/2023	MONTHLY	12,940.00				15,529.00		9410
120					BIWEEKLY	5,972.14				7,167.23		
121					HRLY RATE	74.65				89.59		
122												
123	CAPITAL IMPROVEMENT PROGRAM MANAGER	C435	RCMEA	10/9/2023	MONTHLY	13,306.00				15,961.00		9410
124					BIWEEKLY	6,141.23				7,366.62		
125					HRLY RATE	76.77				92.08		
126												
127	CDBG/HOME ADMINISTRATOR	C323	RCMEA	10/9/2023	MONTHLY	11,765.00				14,118.00		9410
128					BIWEEKLY	5,430.00				6,516.00		
129					HRLY RATE	67.88				81.45		
130												
131	CHILD CARE SPECIALIST	E925	SEIU	2/13/2023	MONTHLY	7,530.00	7,909.00	8,306.00	8,721.00	9,154.00		9410
132					BIWEEKLY	3,475.38	3,650.31	3,833.54	4,025.08	4,224.92		
133					HRLY RATE	43.44	45.63	47.92	50.31	52.81		
134												
135	CITY ATTORNEY	A170	EXEC. SERV.	9/4/2023	MONTHLY	26,974.00				26,974.00		9410
136					BIWEEKLY	12,449.54				12,449.54		
137					HRLY RATE	155.62				155.62		

**EXHIBIT C-2  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 01-22-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
138												
139	CITY CLERK	A180	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00				15,847.00		9410
140					BIWEEKLY	5,417.54				7,314.00		
141					HRLY RATE	67.72				91.43		
142												
143	CITY COUNCIL MEMBER	A000	NOT REPRESENTED	1/22/2001	MONTHLY	750.00				750.00		9410
144					BIWEEKLY	346.15				346.15		
145					HRLY RATE	4.33				4.33		
146												
147	CITY MANAGER	A100	EXEC. SERV.	10/24/2023	MONTHLY	31,627.00				31,627.00		9410
148					BIWEEKLY	14,597.08				14,597.08		
149					HRLY RATE	182.46				182.46		
150												
151	CODE ENFORCEMENT OFFICER I	K750	SEIU	2/13/2023	MONTHLY	7,946.00	8,343.00	8,763.00	9,198.00	9,657.00		9410
152					BIWEEKLY	3,667.38	3,850.62	4,044.46	4,245.23	4,457.08		
153					HRLY RATE	45.84	48.13	50.56	53.07	55.71		
154												
155	CODE ENFORCEMENT OFFICER II	K755	SEIU	2/13/2023	MONTHLY	8,741.00	9,175.00	9,638.00	10,117.00	10,623.00		9410
156					BIWEEKLY	4,034.31	4,234.62	4,448.31	4,669.38	4,902.92		
157					HRLY RATE	50.43	52.93	55.60	58.37	61.29		
158												
159	COMMUNICATIONS MANAGER	C412	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00				15,847.00		9410
160					BIWEEKLY	5,417.54				7,314.00		
161					HRLY RATE	67.72				91.43		
162												
163	COMMUNICATIONS MULTIMEDIA ANALYST	C542	RCMEA	10/9/2023	MONTHLY	9,806.00				11,771.00		8810
164					BIWEEKLY	4,525.85				5,432.77		
165					HRLY RATE	56.57				67.91		
166												
167	COMMUNICATIONS SUPERVISOR	C800	RCMEA	10/9/2023	MONTHLY	11,764.00				14,117.00		9410
168					BIWEEKLY	5,429.54				6,515.54		
169					HRLY RATE	67.87				81.44		
170												
171	COMMUNITY DEVELOPMENT DIRECTOR	B130	EXEC. SERV.	1/29/2024	MONTHLY	16,472.00				22,237.00		9410
172					BIWEEKLY	7,602.46				10,263.23		
173					HRLY RATE	95.03				128.29		
174												
175	COMMUNITY DEVELOPMENT MANAGER - BUILDING	C406	EXEC. SERV.	9/11/2023	MONTHLY	13,046.00				17,612.00		9410
176					BIWEEKLY	6,021.23				8,128.62		
177					HRLY RATE	75.27				101.61		
178												
179	COMMUNITY DEVELOPMENT MANAGER - PLANNING	C407	EXEC. SERV.	7/3/2023	MONTHLY	13,046.00				17,612.00		9410
180					BIWEEKLY	6,021.23				8,128.62		
181					HRLY RATE	75.27				101.61		
182												
183	COMMUNITY SERVICE OFFICER	E705	SEIU	2/13/2023	MONTHLY	6,608.00	6,940.00	7,286.00	7,654.00	8,038.00		9410
184					BIWEEKLY	3,049.85	3,203.08	3,362.77	3,532.62	3,709.85		
185					HRLY RATE	38.12	40.04	42.03	44.16	46.37		
186												
187	CONSUMER SERVICE TECHNICIAN	M750	SEIU	2/13/2023	MONTHLY	6,664.00	6,999.00	7,343.00	7,712.00	8,098.00		9410
188					BIWEEKLY	3,075.69	3,230.31	3,389.08	3,559.38	3,737.54		
189					HRLY RATE	38.45	40.38	42.36	44.49	46.72		
190												
191	CUSTODIAL SERVICES SUPERVISOR	C825	RCMEA	10/9/2023	MONTHLY	8,767.00				10,522.00		9410
192					BIWEEKLY	4,046.31				4,856.31		
193					HRLY RATE	50.58				60.70		
194												
195	DEPUTY CITY ATTORNEY	C107	EXEC. SERV.	7/3/2023	MONTHLY	10,812.00				14,596.00		9410
196					BIWEEKLY	4,990.15				6,736.62		
197					HRLY RATE	62.38				84.21		
198												
199	DEPUTY CITY MANAGER	C855	EXEC. SERV.	7/3/2023	MONTHLY	15,221.00				20,547.00		9410
200					BIWEEKLY	7,025.08				9,483.23		
201					HRLY RATE	87.81				118.54		
202												
203	DEPUTY FIRE CHIEF	C319	COA	10/10/2022	MONTHLY	19,305.00				22,583.00		7706
204					BIWEEKLY	8,910.00				10,422.92		
205					HRLY RATE	111.38				130.29		
206												
207	DEPUTY FIRE MARSHAL	F800	FIRE	7/3/2023	MONTHLY	12,492.00	13,115.00	13,770.00	14,458.00	15,182.00		7706
208					BIWEEKLY	5,765.54	6,053.08	6,355.38	6,672.92	7,007.08		

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UPDATED 01-22-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
209					HRLY RATE	72.07	75.66	79.44	83.41	87.59		
210												
215	ECONOMIC DEVELOPMENT MANAGER	C403	EXEC. SERV.	7/3/2023	MONTHLY	13,557.00				18,301.00		9410
216					BIWEEKLY	6,257.08				8,446.62		
217					HRLY RATE	78.21				105.58		
218												
219	EMERGENCY PREPAREDNESS & OUTREACH COORDINATOR	C518	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		9410
220					BIWEEKLY	4,677.23				5,610.92		
221					HRLY RATE	58.47				70.14		
222												
223	ENDPOINT & INFRASTRUCTURE INFORMATION TECHNOLOGY ANALYST I	C682	RCMEA	10/9/2023	MONTHLY	9,806.00				11,771.00		8810
224					BIWEEKLY	4,525.85				5,432.77		
225					HRLY RATE	56.57				67.91		
226												
227	ENDPOINT & INFRASTRUCTURE INFORMATION TECHNOLOGY ANALYST II	C692	RCMEA	10/9/2023	MONTHLY	10,792.00				12,952.00		8810
228					BIWEEKLY	4,980.92				5,977.85		
229					HRLY RATE	62.26				74.72		
230												
231	ENGINEERING TECHNICIAN I	G730	SEIU	2/13/2023	MONTHLY	6,381.00	6,703.00	7,037.00	7,391.00	7,759.00		9410
232					BIWEEKLY	2,945.08	3,093.69	3,247.85	3,411.23	3,581.08		
233					HRLY RATE	36.81	38.67	40.60	42.64	44.76		
234												
235	ENGINEERING TECHNICIAN II	G710	SEIU	2/13/2023	MONTHLY	7,013.00	7,366.00	7,736.00	8,124.00	8,529.00		9410
236					BIWEEKLY	3,236.77	3,399.69	3,570.46	3,749.54	3,936.46		
237					HRLY RATE	40.46	42.50	44.63	46.87	49.21		
238												
239	ENGINEERING AND TRANSPORTATION DIRECTOR	TBD	EXEC. SERV.	1/22/2024	MONTHLY	16,472.00				22,237.00		9410
240					BIWEEKLY	7,602.46				10,263.23		
241					HOURLY	95.03				128.29		
242												
243	ENVIRONMENTAL INITIATIVES COORDINATOR	C541	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		9410
244					BIWEEKLY	4,677.23				5,610.92		
245					HRLY RATE	58.47				70.14		
246												
247	EQUIPMENT MECHANIC I	N710	SEIU	2/13/2023	MONTHLY	6,808.00	7,151.00	7,505.00	7,881.00	8,277.00		9420
248					BIWEEKLY	3,142.15	3,300.46	3,463.85	3,637.38	3,820.15		
249					HRLY RATE	39.28	41.26	43.30	45.47	47.75		
250												
251	EQUIPMENT MECHANIC II	N600	SEIU	2/13/2023	MONTHLY	7,486.00	7,858.00	8,249.00	8,664.00	9,096.00		9420
252					BIWEEKLY	3,455.08	3,626.77	3,807.23	3,998.77	4,198.15		
253					HRLY RATE	43.19	45.33	47.59	49.98	52.48		
254												
255	EQUIPMENT SERVICE WORKER	N750	SEIU	2/13/2023	MONTHLY	5,918.00	6,210.00	6,518.00	6,847.00	7,194.00		9420
256					BIWEEKLY	2,731.38	2,866.15	3,008.31	3,160.15	3,320.31		
257					HRLY RATE	34.14	35.83	37.60	39.50	41.50		
258												
259	EQUITY AND INCLUSION OFFICER	C191	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00				15,847.00		9410
260					BIWEEKLY	5,417.54				7,314.00		
261					HRLY RATE	67.72				91.43		
262												
263	FACILITIES MAINTENANCE SUPERVISOR	C385	RCMEA	10/9/2023	MONTHLY	11,189.00				13,426.00		9410
264					BIWEEKLY	5,164.15				6,196.62		
265					HRLY RATE	64.55				77.46		
266												
267	FACILITY AIDE	N790	SEIU	2/13/2023	MONTHLY	4,875.00	5,118.00	5,372.00	5,643.00	5,925.00		9420
268					BIWEEKLY	2,250.00	2,362.15	2,479.38	2,604.46	2,734.62		
269					HRLY RATE	28.13	29.53	30.99	32.56	34.18		
270												
271	FACILITY LEADER	N745	SEIU	2/13/2023	MONTHLY	5,628.00	5,908.00	6,204.00	6,512.00	6,839.00		9420
272					BIWEEKLY	2,597.54	2,726.77	2,863.38	3,005.54	3,156.46		
273					HRLY RATE	32.47	34.08	35.79	37.57	39.46		
274												
275	FINANCE DIRECTOR	B135	EXEC. SERV.	7/3/2023	MONTHLY	16,021.00				21,627.00		9410
276					BIWEEKLY	7,394.31				9,981.69		
277					HRLY RATE	92.43				124.77		
278												
279	FINANCIAL SERVICES MANAGER	C360	EXEC. SERV.	7/3/2023	MONTHLY	13,557.00				18,301.00		9410
280					BIWEEKLY	6,257.08				8,446.62		
281					HRLY RATE	78.21				105.58		
282												
283	FIRE CAPTAIN	F630	FIRE	7/3/2023	MONTHLY	12,048.00	12,646.00	13,281.00	13,942.00	14,638.00		7706

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	A	B	C	D	E	F	G	H	I	J	K	L
284					BIWEEKLY	5,560.62	5,836.62	6,129.69	6,434.77	6,756.00		
285					HRLY RATE	49.65	52.11	54.73	57.45	60.32		
286												
291	FIRE CHIEF	B150	EXEC. SERV.	7/3/2023	MONTHLY	20,646.00				25,808.00		7706
292					BIWEEKLY	9,528.92				11,911.38		
293					HRLY RATE	119.11				148.89		
294												
295	FIREFIGHTER/ENGINEER	F700	FIRE	7/3/2023	MONTHLY	9,251.00	9,715.00	10,202.00	10,715.00	11,249.00	11,808.00	7706
296					BIWEEKLY	4,269.69	4,483.85	4,708.62	4,945.38	5,191.85	5,449.85	
297					HRLY RATE	38.12	40.03	42.04	44.16	46.36	48.66	
298												
303	FIREFIGHTER/ENGINEER - 40 HR	F702	FIRE	7/3/2023	MONTHLY	9,251.00	9,715.00	10,202.00	10,715.00	11,249.00	11,808.00	7706
304					BIWEEKLY	4,269.69	4,483.85	4,708.62	4,945.38	5,191.85	5,449.85	
305					HRLY RATE	53.37	56.05	58.86	61.82	64.90	68.12	
306												
311	FIREFIGHTER TRAINEE	F703	NOT REPRESENTED	7/3/2023	MONTHLY	7,396.00						7706
312					BIWEEKLY	3,413.54						
313					HRLY RATE	42.67						
314												
319	FIRE MARSHAL	C306	COA	10/10/2022	MONTHLY	16,891.00				20,530.00		7706
320					BIWEEKLY	7,795.85				9,475.38		
321					HRLY RATE	97.45				118.44		
322												
323	FIRE PLAN CHECKER	K760	SEIU	2/13/2023	MONTHLY	9,907.00	10,403.00	10,921.00	11,467.00	12,040.00		9410
324					BIWEEKLY	4,572.46	4,801.38	5,040.46	5,292.46	5,556.92		
325					HRLY RATE	57.16	60.02	63.01	66.16	69.46		
326												
327	FIRE PREVENTION OFFICER	K715	FIRE	1/3/2023	MONTHLY	10,559.00	11,093.00	11,641.00	12,226.00	12,838.00		9410
328					BIWEEKLY	4,873.38	5,119.85	5,372.77	5,642.77	5,925.23		
329					HRLY RATE	60.92	64.00	67.16	70.53	74.07		
330												
335	FLEET SUPERVISOR	C835	RCMEA	10/9/2023	MONTHLY	11,189.00				13,426.00		9410
336					BIWEEKLY	5,164.15				6,196.62		
337					HRLY RATE	64.55				77.46		
338												
339	GIS MANAGER	C335	RCMEA	10/9/2023	MONTHLY	12,466.00				14,958.00		9410
340					BIWEEKLY	5,753.54				6,903.69		
341					HRLY RATE	71.92				86.30		
342												
343	GIS TECHNICIAN	G750	SEIU	2/13/2023	MONTHLY	8,741.00	9,175.00	9,638.00	10,117.00	10,623.00		9410
344					BIWEEKLY	4,034.31	4,234.62	4,448.31	4,669.38	4,902.92		
345					HRLY RATE	50.43	52.93	55.60	58.37	61.29		
346												
347	GRAPHIC DESIGN SPECIALIST	L748	SEIU	2/13/2023	MONTHLY	6,234.00	6,548.00	6,870.00	7,213.00	7,577.00		8810
348					BIWEEKLY	2,877.23	3,022.15	3,170.77	3,329.08	3,497.08		
349					HRLY RATE	37.86	39.77	41.72	43.80	46.01		
350												
351	HOUSING & ECONOMIC DEVELOPMENT SPECIALIST I	K740	SEIU	2/13/2023	MONTHLY	7,946.00	8,340.00	8,763.00	9,198.00	9,654.00		9410
352					BIWEEKLY	3,667.38	3,849.23	4,044.46	4,245.23	4,455.69		
353					HRLY RATE	45.84	48.12	50.56	53.07	55.70		
354												
355	HOUSING & ECONOMIC DEVELOPMENT SPECIALIST II	K745	SEIU	2/13/2023	MONTHLY	8,741.00	9,175.00	9,638.00	10,117.00	10,623.00		9410
356					BIWEEKLY	4,034.31	4,234.62	4,448.31	4,669.38	4,902.92		
357					HRLY RATE	50.43	52.93	55.60	58.37	61.29		
358												
359	HOUSING LEADERSHIP MANAGER	C409	RCMEA	10/9/2023	MONTHLY	13,438.00				18,141.00		9410
360					BIWEEKLY	6,202.15				8,372.77		
361					HRLY RATE	77.53				104.66		
362												
363	HUMAN RESOURCES ANALYST I	C741	CONFIDENTIAL	10/9/2023	MONTHLY	9,037.00				10,845.00		8810
364					BIWEEKLY	4,170.92				5,005.38		
365					HRLY RATE	52.14				62.57		
366												
367	HUMAN RESOURCES ANALYST II	C742	CONFIDENTIAL	10/9/2023	MONTHLY	10,439.00				11,887.00		8810
368					BIWEEKLY	4,818.00				5,486.31		
369					HRLY RATE	60.23				68.58		
370												
371	HUMAN RESOURCES DIRECTOR	B190	EXEC. SERV.	7/3/2023	MONTHLY	16,009.00				21,612.00		9410
372					BIWEEKLY	7,388.77				9,974.77		
373					HRLY RATE	92.36				124.68		
374												

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	A	B	C	D	E	F	G	H	I	J	K	L
375	HUMAN RESOURCES MANAGER	C190	EXEC. SERV.	7/3/2023	MONTHLY	12,383.00				16,716.00		9410
376					BIWEEKLY	5,715.23				7,715.08		
377					HRLY RATE	71.44				96.44		
378												
379	HUMAN RESOURCES TECHNICIAN	C740	RCMEA	10/9/2023	MONTHLY	8,440.00				10,135.00		8810
380					BIWEEKLY	3,895.38				4,677.69		
381					HRLY RATE	48.69				58.47		
382												
383	HUMAN SERVICES MANAGER	E230	RCMEA	10/9/2023	MONTHLY	13,438.00				18,141.00		9410
384					BIWEEKLY	6,202.34				8,372.95		
385					HRLY RATE	77.53				104.66		
386												
387	HUMAN SERVICES SPECIALIST I	E210	SEIU	2/13/2023	MONTHLY	4,871.00	5,115.00	5,365.00	5,635.00	5,920.00		8810
388					BIWEEKLY	2,248.15	2,360.77	2,476.15	2,600.77	2,732.31		
389					HRLY RATE	28.10	29.51	30.95	32.51	34.15		
390												
391	HUMAN SERVICES SPECIALIST II	E220	SEIU	2/13/2023	MONTHLY	5,358.00	5,628.00	5,902.00	6,201.00	6,513.00		8810
392					BIWEEKLY	2,472.92	2,597.54	2,724.00	2,862.00	3,006.00		
393					HRLY RATE	30.91	32.47	34.05	35.78	37.58		
394												
395	HUMAN SERVICES SPECIALIST III	R230	SEIU	2/13/2023	MONTHLY	5,892.00	6,187.00	6,496.00	6,822.00	7,162.00		8810
396					BIWEEKLY	2,719.38	2,855.54	2,998.15	3,148.62	3,305.54		
397					HRLY RATE	33.99	35.69	37.48	39.36	41.32		
398												
399	INFORMATION TECHNOLOGY MANAGER	C295	EXEC. SERV.	7/3/2023	MONTHLY	13,557.00				18,301.00		9410
400					BIWEEKLY	6,257.08				8,446.62		
401					HRLY RATE	78.21				105.58		
402												
403	JUVENILE AND FAMILY SERVICES SPECIALIST	C850	RCMEA	10/9/2023	MONTHLY	9,629.00				11,559.00		9410
404					BIWEEKLY	4,444.15				5,334.92		
405					HRLY RATE	55.55				66.69		
406												
407	LANDSCAPE ARCHITECT	C332	RCMEA	10/9/2023	MONTHLY	12,542.00				15,051.00		9410
408					BIWEEKLY	5,788.62				6,946.62		
409					HRLY RATE	72.36				86.83		
410												
411	LANDSCAPE EQUIPMENT OPERATOR	R705	SEIU	2/13/2023	MONTHLY	7,002.00	7,349.00	7,718.00	8,102.00	8,509.00		9420
412					BIWEEKLY	3,231.69	3,391.85	3,562.15	3,739.38	3,927.23		
413					HRLY RATE	40.40	42.40	44.53	46.74	49.09		
414												
415	LANDSCAPE GARDENER	R720	SEIU	2/13/2023	MONTHLY	6,436.00	6,753.00	7,092.00	7,448.00	7,816.00		9420
416					BIWEEKLY	2,970.46	3,116.77	3,273.23	3,437.54	3,607.38		
417					HRLY RATE	37.13	38.96	40.92	42.97	45.09		
418												
419	LANDSCAPE SUPERVISOR	C870	RCMEA	10/9/2023	MONTHLY	10,185.00				12,373.00		9410
420					BIWEEKLY	4,700.77				5,710.62		
421					HRLY RATE	58.76				71.38		
422												
423	LEAD EQUIPMENT MECHANIC	N500	SEIU	2/13/2023	MONTHLY	8,239.00	8,647.00	9,080.00	9,533.00	10,012.00		9420
424					BIWEEKLY	3,802.62	3,990.92	4,190.77	4,399.85	4,620.92		
425					HRLY RATE	47.53	49.89	52.38	55.00	57.76		
426												
427	LEAD LANDSCAPE GARDENER	R680	SEIU	2/13/2023	MONTHLY	7,075.00	7,429.00	7,803.00	8,191.00	8,598.00		9420
428					BIWEEKLY	3,265.38	3,428.77	3,601.38	3,780.46	3,968.31		
429					HRLY RATE	40.82	42.86	45.02	47.26	49.60		
430												
431	LEAD MAINTENANCE CUSTODIAN	N780	SEIU	2/13/2023	MONTHLY	5,893.00	6,189.00	6,501.00	6,823.00	7,165.00		9420
432					BIWEEKLY	2,719.85	2,856.46	3,000.46	3,149.08	3,306.92		
433					HRLY RATE	34.00	35.71	37.51	39.36	41.34		
434												
435	LEAD POLICE CLERK	E685	SEIU	2/13/2023	MONTHLY	6,646.00	6,976.00	7,326.00	7,692.00	8,076.00		8810
436					BIWEEKLY	3,067.38	3,219.69	3,381.23	3,550.15	3,727.38		
437					HRLY RATE	38.34	40.25	42.27	44.38	46.59		
438												
439	LEAD PUBLIC WORKS MAINTENANCE WORKER	M620	SEIU	2/13/2023	MONTHLY	7,353.00	7,718.00	8,103.00	8,510.00	8,932.00		9420
440					BIWEEKLY	3,393.69	3,562.15	3,739.85	3,927.69	4,122.46		
441					HRLY RATE	42.42	44.53	46.75	49.10	51.53		
442												
443	LEAD PUBLIC WORKS MAINTENANCE WORKER - WASTEWATER	M621	SEIU	2/13/2023	MONTHLY	7,499.00	7,872.00	8,264.00	8,676.00	9,109.00		9420
444					BIWEEKLY	3,461.08	3,633.23	3,814.15	4,004.31	4,204.15		
445					HRLY RATE	43.26	45.42	47.68	50.05	52.55		

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	A	B	C	D	E	F	G	H	I	J	K	L
446												
447	LEAD WATER RESOURCES TECHNICIAN	M825	SEIU	2/13/2023	MONTHLY	7,714.00	8,100.00	8,504.00	8,928.00	9,378.00		9420
448					BIWEEKLY	3,560.31	3,738.46	3,924.92	4,120.62	4,328.31		
449					HRLY RATE	44.50	46.73	49.06	51.51	54.10		
450												
451	LIBRARIAN I	L720	SEIU	2/13/2023	MONTHLY	6,947.00	7,300.00	7,663.00	8,039.00	8,446.00		8810
452					BIWEEKLY	3,206.31	3,369.23	3,536.77	3,710.31	3,898.15		
453					HRLY RATE	42.19	44.33	46.54	48.82	51.29		
454												
455	LIBRARIAN II	L700	SEIU	2/13/2023	MONTHLY	7,638.00	8,024.00	8,426.00	8,846.00	9,290.00		8810
456					BIWEEKLY	3,525.23	3,703.38	3,888.92	4,082.77	4,287.69		
457					HRLY RATE	46.38	48.73	51.17	53.72	56.42		
458												
459	LIBRARY ASSISTANT I	L780	SEIU	2/13/2023	MONTHLY	5,153.00	5,411.00	5,679.00	5,962.00	6,260.00		8810
460					BIWEEKLY	2,378.31	2,497.38	2,621.08	2,751.69	2,889.23		
461					HRLY RATE	31.29	32.86	34.49	36.21	38.02		
462												
463	LIBRARY ASSISTANT II	L760	SEIU	2/13/2023	MONTHLY	5,672.00	5,954.00	6,250.00	6,558.00	6,891.00		8810
464					BIWEEKLY	2,617.85	2,748.00	2,884.62	3,026.77	3,180.46		
465					HRLY RATE	34.45	36.16	37.96	39.83	41.85		
466												
467	LIBRARY DIRECTOR	B160	EXEC. SERV.	1/29/2024	MONTHLY	16,009.00				21,612.00		9410
468					BIWEEKLY	7,388.77				9,974.77		
469					HRLY RATE	92.36				124.68		
470												
471	LIBRARY DIVISION MANAGER	C531	RCMEA	10/9/2023	MONTHLY	12,225.00				14,667.00		8810
472					BIWEEKLY	5,642.31				6,769.38		
473					HRLY RATE	70.53				84.62		
474												
475	LIBRARY INFORMATION TECHNOLOGY TECHNICIAN	L805	SEIU	2/13/2023	MONTHLY	7,380.00	7,749.00	8,137.00	8,542.00	8,970.00		8810
476					BIWEEKLY	3,406.15	3,576.46	3,755.54	3,942.46	4,140.00		
477					HRLY RATE	44.82	47.06	49.42	51.87	54.47		
478												
479	LIBRARY PROGRAM SPECIALIST	L800	SEIU	2/13/2023	MONTHLY	7,526.00	7,905.00	8,303.00	8,715.00	9,153.00		8810
480					BIWEEKLY	3,473.54	3,648.46	3,832.15	4,022.31	4,224.46		
481					HRLY RATE	45.70	48.01	50.42	52.93	55.59		
482												
483	LIBRARY SERVICES SUPERVISOR	C661	RCMEA	10/9/2023	MONTHLY	10,637.00				12,763.00		8810
484					BIWEEKLY	4,909.38				5,890.62		
485					HRLY RATE	61.37				73.63		
486												
487	LITERACY TUTOR - STUDENT COORDINATOR	L690	SEIU	2/13/2023	MONTHLY	7,526.00	7,905.00	8,303.00	8,715.00	9,153.00		8810
488					BIWEEKLY	3,473.54	3,648.46	3,832.15	4,022.31	4,224.46		
489					HRLY RATE	45.70	48.01	50.42	52.93	55.59		
490												
491	MAINTENANCE CUSTODIAN	N770	SEIU	2/13/2023	MONTHLY	5,364.00	5,629.00	5,912.00	6,208.00	6,514.00		9420
492					BIWEEKLY	2,475.69	2,598.00	2,728.62	2,865.23	3,006.46		
493					HRLY RATE	30.95	32.48	34.11	35.82	37.58		
494												
495	MANAGEMENT ANALYST I	C513	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		9410
496					BIWEEKLY	4,677.23				5,610.92		
497					HRLY RATE	58.47				70.14		
498												
499	MANAGEMENT ANALYST II	C516	RCMEA/CONFIDENTIAL	10/9/2023	MONTHLY	11,147.00				13,371.00		9410
500					BIWEEKLY	5,144.77				6,171.23		
501					HRLY RATE	64.31				77.14		
502												
503	MANAGERIAL ACCOUNTANT	C991	NOT REPRESENTED		MONTHLY	5,200.00				8,667.00		9410
504					BIWEEKLY	2,400.00				4,000.00		
505					HRLY RATE	30.00				50.00		
506												
507	PARALEGAL	C100	RCMEA	10/9/2023	MONTHLY	8,736.00				10,491.00		8810
508					BIWEEKLY	4,032.00				4,842.00		
509					HRLY RATE	50.40				60.53		
510												
511	PARKING ENFORCEMENT OFFICER I	E807	SEIU	2/13/2023	MONTHLY	4,458.00	4,679.00	4,913.00	5,158.00	5,419.00		9410
512					BIWEEKLY	2,057.54	2,159.54	2,267.54	2,380.62	2,501.08		
513					HRLY RATE	25.72	26.99	28.34	29.76	31.26		
514												
515	PARKING ENFORCEMENT OFFICER II	E810	SEIU	2/13/2023	MONTHLY	5,059.00	5,312.00	5,575.00	5,857.00	6,149.00		9410
516					BIWEEKLY	2,334.92	2,451.69	2,573.08	2,703.23	2,838.00		

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	A	B	C	D	E	F	G	H	I	J	K	L
517					HRLY RATE	29.19	30.65	32.16	33.79	35.48		
518												
519	PARKING METER COLLECTOR	E750	SEIU	2/13/2023	MONTHLY	5,059.00	5,312.00	5,575.00	5,857.00	6,149.00		9410
520					BIWEEKLY	2,334.92	2,451.69	2,573.08	2,703.23	2,838.00		
521					HRLY RATE	29.19	30.65	32.16	33.79	35.48		
522												
523	PARKING/TDM MANAGER	C543	RCMEA	10/9/2023	MONTHLY	11,368.00				13,642.00		8810
524					BIWEEKLY	5,246.77				6,296.31		
525					HRLY RATE	65.58				78.70		
526												
527	PARKS & RECREATION PROGRAM ASSISTANT I	E935	SEIU	2/13/2023	MONTHLY	5,498.00	5,773.00	6,063.00	6,366.00	6,684.00		9410
528					BIWEEKLY	2,537.54	2,664.46	2,798.31	2,938.15	3,084.92		
529					HRLY RATE	31.72	33.31	34.98	36.73	38.56		
530												
531	PARKS & RECREATION PROGRAM ASSISTANT II	E940	SEIU	2/13/2023	MONTHLY	6,111.00	6,416.00	6,737.00	7,073.00	7,427.00		9410
532					BIWEEKLY	2,820.46	2,961.23	3,109.38	3,264.46	3,427.85		
533					HRLY RATE	35.26	37.02	38.87	40.81	42.85		
534												
535	PARKS, RECREATION & COMMUNITY SERVICES MANAGER	C400	RCMEA	10/9/2023	MONTHLY	12,193.00				14,629.00		9410
536					BIWEEKLY	5,627.54				6,751.85		
537					HRLY RATE	70.34				84.40		
538												
539	PARKS, RECREATION & COMMUNITY SERVICES DIRECTOR	B140	EXEC. SERV.	7/3/2023	MONTHLY	16,842.00				22,737.00		9410
540					BIWEEKLY	7,773.23				10,494.00		
541					HRLY RATE	97.17				131.18		
542												
543	PERMITS TECHNICIAN	E540	SEIU	2/13/2023	MONTHLY	7,278.00	7,648.00	8,025.00	8,427.00	8,848.00		8810
544					BIWEEKLY	3,359.08	3,529.85	3,703.85	3,889.38	4,083.69		
545					HRLY RATE	41.99	44.12	46.30	48.62	51.05		
546												
547	PLAN CHECK ENGINEER	C330	RCMEA	10/9/2023	MONTHLY	13,086.00				15,704.00		9410
548					BIWEEKLY	6,039.69				7,248.00		
549					HRLY RATE	75.50				90.60		
550												
551	PLAN CHECKER	H780	SEIU	2/13/2023	MONTHLY	9,617.00	10,100.00	10,603.00	11,133.00	11,691.00		9410
552					BIWEEKLY	4,438.62	4,661.54	4,893.69	5,138.31	5,395.85		
553					HRLY RATE	55.48	58.27	61.17	64.23	67.45		
554												
559	POLICE CAPTAIN	C241	EXEC. SERV.	9/11/2023	MONTHLY	19,118.00				25,823.00		7720
560					BIWEEKLY	8,823.69				11,918.31		
561					HRLY RATE	110.30				148.98		
562												
563	POLICE CHIEF	B120	EXEC. SERV.	9/11/2023	MONTHLY	21,029.80				28,405.30		7720
564					BIWEEKLY	9,706.06				13,110.14		
565					HRLY RATE	121.33				163.88		
566												
567	POLICE CLERK	E690	SEIU	2/13/2023	MONTHLY	6,046.00	6,345.00	6,660.00	6,997.00	7,343.00		8810
568					BIWEEKLY	2,790.46	2,928.46	3,073.85	3,229.38	3,389.08		
569					HRLY RATE	34.88	36.61	38.42	40.37	42.36		
570												
571	POLICE EVIDENCE & PROPERTY CLERK	E605	SEIU	2/13/2023	MONTHLY	6,046.00	6,345.00	6,660.00	6,997.00	7,343.00		8810
572					BIWEEKLY	2,790.46	2,928.46	3,073.85	3,229.38	3,389.08		
573					HRLY RATE	34.88	36.61	38.42	40.37	42.36		
574												
575	POLICE EVIDENCE & PROPERTY ROOM COORDINATOR	E610	SEIU	2/13/2023	MONTHLY	8,506.00	8,931.00	9,376.00	9,845.00	10,336.00		8810
576					BIWEEKLY	3,925.85	4,122.00	4,327.38	4,543.85	4,770.46		
577					HRLY RATE	49.07	51.53	54.09	56.80	59.63		
578												
583	POLICE LIEUTENANT	C315	PSA	9/11/2023	MONTHLY	16,737.11	17,574.66	18,451.98	19,375.35	20,343.77		7720
584					BIWEEKLY	7,724.82	8,111.38	8,516.30	8,942.47	9,389.43		
585					HRLY RATE	96.56	101.39	106.45	111.78	117.37		
586												
591	POLICE LIEUTENANT - ADVANCED	C314	PSA	9/11/2023	MONTHLY	17,154.84	18,013.30	18,912.60	19,860.06	20,852.54		7720
592					BIWEEKLY	7,917.62	8,313.83	8,728.89	9,166.18	9,624.25		
593					HRLY RATE	98.97	103.92	109.11	114.58	120.30		
594												
599	POLICE OFFICER	P700	POLICE	9/11/2023	MONTHLY	11,620.81	12,198.72	12,809.05	13,449.78	14,127.14		7720
600					BIWEEKLY	5,363.45	5,630.18	5,911.87	6,207.59	6,520.22		
601					HRLY RATE	67.04	70.38	73.90	77.59	81.50		
602												
607	POLICE OFFICER - ADVANCED	P710	POLICE	9/11/2023	MONTHLY	11,910.80	12,503.36	13,128.38	13,787.93	14,479.96		7720

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	A	B	C	D	E	F	G	H	I	J	K	L
608					BIWEEKLY	5,497.29	5,770.78	6,059.25	6,363.66	6,683.06		
609					HRLY RATE	68.72	72.13	75.74	79.55	83.54		
610												
615	POLICE OFFICER TRAINEE	P750	POLICE	9/11/2023	MONTHLY	11,620.81	12,198.72	12,809.05				7720
616					BIWEEKLY	5,363.45	5,630.18	5,911.87				
617					HRLY RATE	67.04	70.38	73.90				
618												
623	POLICE SERGEANT	P601	PSA	9/11/2023	MONTHLY	13,946.01	14,645.37	15,377.16	16,145.61	16,952.78		7720
624					BIWEEKLY	6,436.62	6,759.40	7,097.15	7,451.82	7,824.36		
625					HRLY RATE	80.46	84.49	88.71	93.15	97.80		
626												
631	POLICE SERGEANT - ADVANCED	P602	PSA	9/11/2023	MONTHLY	14,295.69	15,010.73	15,761.37	16,548.68	17,376.80		7720
632					BIWEEKLY	6,598.01	6,928.03	7,274.48	7,637.85	8,020.06		
633					HRLY RATE	82.48	86.60	90.93	95.47	100.25		
634												
635	PRINCIPAL ANALYST - ADMINISTRATIVE SERVICES	C363	CONFIDENTIAL	10/9/2023	MONTHLY	12,261.00				14,710.00		9410
636					BIWEEKLY	5,658.92				6,789.23		
637					HRLY RATE	70.74				84.87		
638												
639	PRINCIPAL ANALYST - WORKERS COMPENSATION	C535	CONFIDENTIAL	10/9/2023	MONTHLY	12,261.00				14,710.00		8810
640					BIWEEKLY	5,658.92				6,789.23		
641					HRLY RATE	70.74				84.87		
642												
643	PRINCIPAL PLANNER	C325	RCMEA	10/9/2023	MONTHLY	13,085.00				15,703.00		8810
644					BIWEEKLY	6,039.23				7,247.54		
645					HRLY RATE	75.49				90.59		
646												
647	PROJECT READ ASSISTANT	E915	SEIU	2/13/2023	MONTHLY	5,895.00	6,191.00	6,501.00	6,829.00	7,167.00		8810
648					BIWEEKLY	2,720.77	2,857.38	3,000.46	3,151.85	3,307.85		
649					HRLY RATE	34.01	35.72	37.51	39.40	41.35		
650												
651	PUBLIC SAFETY COMMUNICATIONS DISPATCHER	E670	SEIU	2/13/2023	MONTHLY	8,456.00	8,876.00	9,326.00	9,791.00	10,282.00		8810
652					BIWEEKLY	3,902.77	4,096.62	4,304.31	4,518.92	4,745.54		
653					HRLY RATE	48.78	51.21	53.80	56.49	59.32		
654												
655	PUBLIC SAFETY COMMUNICATIONS LEAD DISPATCHER	E675	SEIU	2/13/2023	MONTHLY	9,304.00	9,769.00	10,255.00	10,766.00	11,310.00		8810
656					BIWEEKLY	4,294.15	4,508.77	4,733.08	4,968.92	5,220.00		
657					HRLY RATE	53.68	56.36	59.16	62.11	65.25		
658												
659	PUBLIC WORKS FIELD SUPERVISOR	C837	RCMEA	10/9/2023	MONTHLY	10,185.00				12,373.00		9410
660					BIWEEKLY	4,700.77				5,710.62		
661					HRLY RATE	58.76				71.38		
662												
663	PUBLIC WORKS MAINTENANCE WORKER I	M775	SEIU	2/13/2023	MONTHLY	6,055.00	6,358.00	6,677.00	7,010.00	7,362.00		9420
664					BIWEEKLY	2,794.62	2,934.46	3,081.69	3,235.38	3,397.85		
665					HRLY RATE	34.93	36.68	38.52	40.44	42.47		
666												
667	PUBLIC WORKS MAINTENANCE WORKER I - WASTEWATER	M776	SEIU	2/13/2023	MONTHLY	6,177.00	6,483.00	6,808.00	7,151.00	7,507.00		9420
668					BIWEEKLY	2,850.92	2,992.15	3,142.15	3,300.46	3,464.77		
669					HRLY RATE	35.64	37.40	39.28	41.26	43.31		
670												
671	PUBLIC WORKS MAINTENANCE WORKER II	M735	SEIU	2/13/2023	MONTHLY	6,664.00	6,999.00	7,343.00	7,712.00	8,098.00		9420
672					BIWEEKLY	3,075.69	3,230.31	3,389.08	3,559.38	3,737.54		
673					HRLY RATE	38.45	40.38	42.36	44.49	46.72		
674												
675	PUBLIC WORKS MAINTENANCE WORKER II - WASTEWATER	M736	SEIU	2/13/2023	MONTHLY	6,797.00	7,135.00	7,489.00	7,866.00	8,256.00		9420
676					BIWEEKLY	3,137.08	3,293.08	3,456.46	3,630.46	3,810.46		
677					HRLY RATE	39.21	41.16	43.21	45.38	47.63		
678												
679	PUBLIC WORKS MAINTENANCE WORKER III / EQUIPMENT OPERATOR	M700	SEIU	2/13/2023	MONTHLY	7,002.00	7,349.00	7,718.00	8,102.00	8,509.00		9420
680					BIWEEKLY	3,231.69	3,391.85	3,562.15	3,739.38	3,927.23		
681					HRLY RATE	40.40	42.40	44.53	46.74	49.09		
682												
683	PUBLIC WORKS MAINTENANCE WORKER III / EQUIPMENT OPERATOR - WASTEWATER	M701	SEIU	2/13/2023	MONTHLY	7,142.00	7,495.00	7,872.00	8,263.00	8,675.00		9420
684					BIWEEKLY	3,296.31	3,459.23	3,633.23	3,813.69	4,003.85		
685					HRLY RATE	41.20	43.24	45.42	47.67	50.05		
686												
687	PUBLIC WORKS SERVICES DIRECTOR	B200	EXEC. SERV.	7/3/2023	MONTHLY	16,472.00				22,237.00		9410
688					BIWEEKLY	7,602.46				10,263.23		
689					HRLY RATE	95.03				128.29		
690												

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691	PUBLIC WORKS SUPERINTENDENT	C525	RCMEA	10/9/2023	MONTHLY	13,612.00				16,340.00		9420
692					BIWEEKLY	6,282.46				7,541.54		
693					HRLY RATE	78.53				94.27		
694												
695	REAL PROPERTY MANAGER	C544	RCMEA	10/9/2023	MONTHLY	10,388.00				12,466.00		9410
696					BIWEEKLY	4,794.46				5,753.54		
697					HRLY RATE	59.93				71.92		
698												
699	RECORDS SUPERVISOR	C570	RCMEA	10/9/2023	MONTHLY	9,746.00				11,832.00		8810
700					BIWEEKLY	4,498.15				5,460.92		
701					HRLY RATE	56.23				68.26		
702												
703	RECREATION & COMMUNITY SERVICES PROGRAM COORDINATOR	E930	SEIU - TERM	2/13/2023	MONTHLY	7,189.00	7,548.00	7,926.00	8,321.00	8,739.00		9410
704					BIWEEKLY	3,318.00	3,483.69	3,658.15	3,840.46	4,033.38		
705					HRLY RATE	41.48	43.55	45.73	48.01	50.42		
706												
707	RECREATION PROGRAM COORDINATOR/SPECIAL EVENTS	E920	SEIU	2/13/2023	MONTHLY	7,530.00	7,909.00	8,306.00	8,721.00	9,154.00		9410
708					BIWEEKLY	3,475.38	3,650.31	3,833.54	4,025.08	4,224.92		
709					HRLY RATE	43.44	45.63	47.92	50.31	52.81		
710												
711	RECREATION SPECIALIST I	R765	SEIU	2/13/2023	MONTHLY	3,087.00	3,242.00	3,405.00	3,575.00			9410
712					BIWEEKLY	1,424.77	1,496.31	1,571.54	1,650.00			
713					HRLY RATE	17.81	18.70	19.64	20.63			
714												
715	RECREATION SPECIALIST II	R766	SEIU	2/13/2023	MONTHLY	3,685.00	3,870.00	4,064.00				9410
716					BIWEEKLY	1,700.77	1,786.15	1,875.69				
717					HRLY RATE	21.26	22.33	23.45				
718												
719	RECREATION SPECIALIST III	R767	SEIU	2/13/2023	MONTHLY	4,182.00	4,390.00	4,609.00				9410
720					BIWEEKLY	1,930.15	2,026.15	2,127.23				
721					HRLY RATE	24.13	25.33	26.59				
722												
723	RECREATION SUPERVISOR	C500	RCMEA	10/9/2023	MONTHLY	9,838.00				11,803.00		9410
724					BIWEEKLY	4,540.62				5,447.54		
725					HRLY RATE	56.76				68.09		
726												
727	REVENUE SERVICES MANAGER	C480	RCMEA	10/9/2023	MONTHLY	13,306.00				15,961.00		9410
728					BIWEEKLY	6,141.23				7,366.62		
729					HRLY RATE	76.77				92.08		
730												
731	SECRETARY	E600	SEIU	2/13/2023	MONTHLY	6,511.00	6,838.00	7,173.00	7,531.00	7,912.00		8810
732					BIWEEKLY	3,005.08	3,156.00	3,310.62	3,475.85	3,651.69		
733					HRLY RATE	37.56	39.45	41.38	43.45	45.65		
734												
735	SENIOR ACCOUNTANT	C445	RCMEA	10/9/2023	MONTHLY	11,115.00				13,334.00		9410
736					BIWEEKLY	5,130.00				6,154.15		
737					HRLY RATE	64.13				76.93		
738												
739	SENIOR ASSISTANT CITY ATTORNEY	C414	EXEC. SERV.	7/3/2023	MONTHLY	15,342.00				20,710.00		9410
740					BIWEEKLY	7,080.92				9,558.46		
741					HRLY RATE	88.51				119.48		
742												
743	SENIOR BUILDING INSPECTOR	K700	RCMEA	10/9/2023	MONTHLY	11,140.00				13,546.00		9410
744					BIWEEKLY	5,141.54				6,252.00		
745					HRLY RATE	64.27				78.15		
746												
747	SENIOR BUILDING MAINTENANCE WORKER	N630	SEIU	2/13/2023	MONTHLY	7,778.00	8,173.00	8,582.00	9,009.00	9,456.00		9420
748					BIWEEKLY	3,589.85	3,772.15	3,960.92	4,158.00	4,364.31		
749					HRLY RATE	44.87	47.15	49.51	51.98	54.55		
750												
751	SENIOR CIVIL ENGINEER	C310	RCMEA	10/9/2023	MONTHLY	13,870.00				16,644.00		9410
752					BIWEEKLY	6,401.54				7,681.85		
753					HRLY RATE	80.02				96.02		
754												
755	SENIOR CONSTRUCTION TECHNICIAN	N815	SEIU	2/13/2023	MONTHLY	9,791.00	10,282.00	10,795.00	11,335.00	11,904.00		8810
756					BIWEEKLY	4,518.92	4,745.54	4,982.31	5,231.54	5,494.15		
757					HRLY RATE	56.49	59.32	62.28	65.39	68.68		
758												
759	SENIOR CRAFTS SPECIALIST	R675	SEIU	2/13/2023	MONTHLY	7,075.00	7,429.00	7,803.00	8,191.00	8,598.00		9420
760					BIWEEKLY	3,265.38	3,428.77	3,601.38	3,780.46	3,968.31		
761					HRLY RATE	40.82	42.86	45.02	47.26	49.60		

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	A	B	C	D	E	F	G	H	I	J	K	L
762												
763	SENIOR ENDPOINT & INFRASTRUCTURE INFORMATION TECHNOLOGY ANALYST	C642	RCMEA	10/9/2023	MONTHLY	11,873.00				14,246.00		8810
764					BIWEEKLY	5,479.85				6,575.08		
765					HRLY RATE	68.50				82.19		
766												
767	SENIOR ENGINEERING TECHNICIAN	G680	SEIU	2/13/2023	MONTHLY	8,741.00	9,175.00	9,638.00	10,117.00	10,623.00		9410
768					BIWEEKLY	4,034.31	4,234.62	4,448.31	4,669.38	4,902.92		
769					HRLY RATE	50.43	52.93	55.60	58.37	61.29		
770												
771	SENIOR HUMAN RESOURCES ANALYST	C512	CONFIDENTIAL	10/9/2023	MONTHLY	11,147.00				13,371.00		9410
772					BIWEEKLY	5,144.77				6,171.23		
773					HRLY RATE	64.31				77.14		
774												
775	SENIOR LIBRARY ASSISTANT	L745	SEIU	2/13/2023	MONTHLY	6,234.00	6,548.00	6,870.00	7,213.00	7,577.00		8810
776					BIWEEKLY	2,877.23	3,022.15	3,170.77	3,329.08	3,497.08		
777					HRLY RATE	37.86	39.77	41.72	43.80	46.01		
778												
779	SENIOR LIBRARY PAGE	E910	SEIU	2/13/2023	MONTHLY	3,015.00	3,159.00	3,324.00	3,491.00	3,666.00		8810
780					BIWEEKLY	1,391.54	1,458.00	1,534.15	1,611.23	1,692.00		
781					HRLY RATE	17.39	18.23	19.18	20.14	21.15		
782												
787	SENIOR PLANNER	C320	RCMEA	10/9/2023	MONTHLY	11,897.00				14,278.00		9410
788					BIWEEKLY	5,490.92				6,589.85		
789					HRLY RATE	68.64				82.37		
790												
791	SENIOR SOFTWARE DEVELOPMENT & APPLICATION SUPPORT ANALYST	C641	RCMEA	10/9/2023	MONTHLY	11,873.00				14,246.00		8810
792					BIWEEKLY	5,479.85				6,575.08		
793					HRLY RATE	68.50				82.19		
794												
795	SENIOR TRANSPORTATION COORDINATOR	C333	RCMEA	10/9/2023	MONTHLY	13,870.00				16,644.00		9410
796					BIWEEKLY	6,401.54				7,681.85		
797					HRLY RATE	80.02				96.02		
798												
799	SENIOR TRANSPORTATION PLANNER	H650	SEIU	2/13/2023	MONTHLY	10,896.00	11,443.00	12,014.00	12,615.00	13,245.00		9410
800					BIWEEKLY	5,028.92	5,281.38	5,544.92	5,822.31	6,113.08		
801					HRLY RATE	62.86	66.02	69.31	72.78	76.41		
802												
803	SOFTWARE DEVELOPMENT & APPLICATION SUPPORT ANALYST I	C681	RCMEA	10/9/2023	MONTHLY	9,806.00				11,771.00		8810
804					BIWEEKLY	4,525.85				5,432.77		
805					HRLY RATE	56.57				67.91		
806												
807	SOFTWARE DEVELOPMENT & APPLICATION SUPPORT ANALYST II	C691	RCMEA	10/9/2023	MONTHLY	10,792.00				12,952.00		8810
808					BIWEEKLY	4,980.92				5,977.85		
809					HRLY RATE	62.26				74.72		
810												
811	SPECIALIST LIBRARIAN	L590	SEIU	2/13/2023	MONTHLY	7,905.00	8,296.00	8,715.00	9,153.00	9,608.00		8810
812					BIWEEKLY	3,648.46	3,828.92	4,022.31	4,224.46	4,434.46		
813					HRLY RATE	48.01	50.38	52.93	55.59	58.35		
814												
815	SUPERVISING INFORMATION TECHNOLOGY ANALYST	C645	RCMEA	10/9/2023	MONTHLY	13,867.00				16,638.00		9410
816					BIWEEKLY	6,400.15				7,679.08		
817					HRLY RATE	80.00				95.99		
818												
819	SUPERVISING CIVIL ENGINEER	C220	RCMEA	10/9/2023	MONTHLY	15,260.00				18,308.00		9410
820					BIWEEKLY	7,043.08				8,449.85		
821					HRLY RATE	88.04				105.62		
822												
823	TREE MAINTENANCE WORKER I	R710	SEIU	2/13/2023	MONTHLY	6,122.00	6,430.00	6,743.00	7,084.00	7,440.00		9420
824					BIWEEKLY	2,825.54	2,967.69	3,112.15	3,269.54	3,433.85		
825					HRLY RATE	35.32	37.10	38.90	40.87	42.92		
826												
827	TREE MAINTENANCE WORKER II	R730	SEIU	2/13/2023	MONTHLY	6,737.00	7,075.00	7,424.00	7,802.00	8,191.00		9420
828					BIWEEKLY	3,109.38	3,265.38	3,426.46	3,600.92	3,780.46		
829					HRLY RATE	38.87	40.82	42.83	45.01	47.26		
830												
831	TREE MAINTENANCE LEADER	R690	SEIU	2/13/2023	MONTHLY	7,405.00	7,775.00	8,168.00	8,572.00	9,003.00		9420
832					BIWEEKLY	3,417.69	3,588.46	3,769.85	3,956.31	4,155.23		
833					HRLY RATE	42.72	44.86	47.12	49.45	51.94		
834												
835	UTILITIES FIELD SUPERVISOR	C520	RCMEA	10/9/2023	MONTHLY	11,337.00				13,602.00		9410
836					BIWEEKLY	5,232.46				6,277.85		

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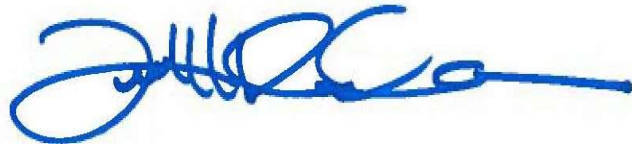
	A	B	C	D	E	F	G	H	I	J	K	L
837					HRLY RATE	65.41				78.47		
838												
839	UTILITIES SPECIALIST	M690	SEIU	2/13/2023	MONTHLY	8,485.00	8,913.00	9,357.00	9,828.00	10,318.00		9420
840					BIWEEKLY	3,916.15	4,113.69	4,318.62	4,536.00	4,762.15		
841					HRLY RATE	48.95	51.42	53.98	56.70	59.53		
842												
843	UTILITIES SPECIALIST - WASTEWATER	M691	SEIU	2/13/2023	MONTHLY	8,656.00	9,090.00	9,542.00	10,021.00	10,517.00		9420
844					BIWEEKLY	3,995.08	4,195.38	4,404.00	4,625.08	4,854.00		
845					HRLY RATE	49.94	52.44	55.05	57.81	60.68		
846												
847	UTILITIES WORKER	M680	SEIU	2/13/2023	MONTHLY	7,714.00	8,100.00	8,504.00	8,928.00	9,378.00		9420
848					BIWEEKLY	3,560.31	3,738.46	3,924.92	4,120.62	4,328.31		
849					HRLY RATE	44.50	46.73	49.06	51.51	54.10		
850												
851	UTILITIES WORKER - WASTEWATER	M681	SEIU	2/13/2023	MONTHLY	7,869.00	8,259.00	8,672.00	9,104.00	9,565.00		9420
852					BIWEEKLY	3,631.85	3,811.85	4,002.46	4,201.85	4,414.62		
853					HRLY RATE	45.40	47.65	50.03	52.52	55.18		
854												
855	UTILITY LOCATOR	M650	SEIU	2/13/2023	MONTHLY	7,353.00	7,718.00	8,103.00	8,510.00	8,932.00		9420
856					BIWEEKLY	3,393.69	3,562.15	3,739.85	3,927.69	4,122.46		
857					HRLY RATE	42.42	44.53	46.75	49.10	51.53		
858												
859	WATER QUALITY SPECIALIST	M810	SEIU	2/13/2023	MONTHLY	8,485.00	8,913.00	9,357.00	9,828.00	10,318.00		9420
860					BIWEEKLY	3,916.15	4,113.69	4,318.62	4,536.00	4,762.15		
861					HRLY RATE	48.95	51.42	53.98	56.70	59.53		
862												
863	WATER RESOURCES SPECIALIST	M820	SEIU	2/13/2023	MONTHLY	8,485.00	8,913.00	9,357.00	9,828.00	10,318.00		9420
864					BIWEEKLY	3,916.15	4,113.69	4,318.62	4,536.00	4,762.15		
865					HRLY RATE	48.95	51.42	53.98	56.70	59.53		
866												
867	WATER RESOURCES TECHNICIAN	M830	SEIU	2/13/2023	MONTHLY	6,797.00	7,140.00	7,489.00	7,866.00	8,261.00		9420
868					BIWEEKLY	3,137.08	3,295.38	3,456.46	3,630.46	3,812.77		
869					HRLY RATE	39.21	41.19	43.21	45.38	47.66		
870												
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895	MANAGERIAL / PROFESSIONAL LEVEL I	X111	NOT REPRESENTED	7/1/2017	MONTHLY	4,333.00				6,933.00		9410
896					BIWEEKLY	1,999.85				3,199.85		
897					HRLY RATE	25.00				40.00		
898												
899	MANAGERIAL / PROFESSIONAL LEVEL II	X110	NOT REPRESENTED	7/1/2017	MONTHLY	6,067.00				9,533.00		9410
900					BIWEEKLY	2,800.15				4,399.85		
901					HRLY RATE	35.00				55.00		
902												
903	OFFICE CLERICAL	X150	NOT REPRESENTED	1/1/2023	MONTHLY	2,947.00				5,027.00		8810
904					BIWEEKLY	1,360.15				2,320.15		
905					HRLY RATE	17.00				29.00		
906												

**EXHIBIT C-2  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 01-22-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
911	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL I	X105	NOT REPRESENTED	7/1/2017	MONTHLY	6,933.00				10,400.00		9410
912					BIWEEKLY	3,199.85				4,800.00		
913					HRLY RATE	40.00				60.00		
914												
915	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL II	X104	NOT REPRESENTED	7/1/2017	MONTHLY	9,533.00				13,867.00		9410
916					BIWEEKLY	4,400.00				6,400.15		
917					HRLY RATE	55.00				80.00		
918												
919	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL III	X103	NOT REPRESENTED	7/1/2017	MONTHLY	13,867.00				29,466.00		9410
920					BIWEEKLY	6,400.15				13,599.69		
921					HRLY RATE	80.00				170.00		
922												
923	PARAPROFESSIONAL	X140	NOT REPRESENTED	1/1/2023	MONTHLY	2,947.00				6,413.00		9410
924					BIWEEKLY	1,360.15				2,959.85		
926												
931	PROTECTIVE SERVICE	X130	NOT REPRESENTED	7/1/2017	MONTHLY	3,120.00				11,267.00		7706
932					BIWEEKLY	1,440.00				5,200.15		
933					HRLY RATE	18.00				65.00		
934												
935	SERVICE MAINTENANCE	X170	NOT REPRESENTED	1/1/2023	MONTHLY	2,947.00				5,027.00		9420
936					BIWEEKLY	1,360.15				2,320.15		
937					HRLY RATE	17.00				29.00		
938												
943	SKILLED CRAFT	X160	NOT REPRESENTED	7/1/2017	MONTHLY	3,467.00				6,933.00		9420
944					BIWEEKLY	1,600.15				3,199.85		
945					HRLY RATE	20.00				40.00		
946												
947	TECHNICAL LEVEL I	X121	NOT REPRESENTED	7/1/2017	MONTHLY	3,467.00				6,067.00		9410
948					BIWEEKLY	1,600.15				2,800.15		
949					HRLY RATE	20.00				35.00		
950												
951	TECHNICAL LEVEL II	X120	NOT REPRESENTED	7/1/2017	MONTHLY	6,067.00				9,533.00		9410
952					BIWEEKLY	2,800.15				4,399.85		
953					HRLY RATE	35.00				55.00		
954												
955	WEEKLY HOURLY RATE=											
956	38 HOURS FOR LIBRARY PERSONNEL											
957	56 HOURS FOR FIRE SHIFT PERSONNEL											
958	40 HOURS FOR ALL OTHER PERSONNEL											

Passed and adopted by the Council of the City of Redwood City at a  
Joint City Council/Successor Agency Board/Public Financing Authority Meeting  
thereof held on the 22<sup>nd</sup> day of January 2024 by the following votes:

AYES: Aguirre, Eakin, Howard, Martinez Saballos, Sturken, Vice  
Mayor Espinoza-Garnica, and Mayor Gee  
NOES: None  
ABSENT: None  
ABSTAINED: None  
RECUSED: None



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Jeff Gee  
Mayor of the City of Redwood City

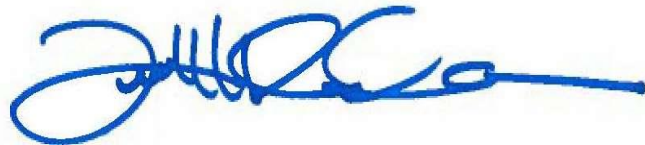
Attest:



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Yessika Castro, CMC, CPMC  
City Clerk of Redwood City

I hereby approve the foregoing resolution this  
23<sup>rd</sup> day of January 2024.



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Jeff Gee  
Mayor of the City of Redwood City