

CITY OF NAPA

Guidelines for Part-time and Extra Help Salary Assignments

As of September 17, 2013

The following guidelines outline the pay level at which an individual working in a part-time or extra help capacity should be assigned. The guidelines are recommended to ensure our ability to attract temporary employees to augment our workforce, and to provide for internal consistency.

The categories are grouped by the type and level of work to be performed. The specific salary assignment within each level should be based on the training and experience of the individual filling the part-time or extra help position. Unless authorized through the budget process or by approval of the City Council, the salary of an individual working in any of the temporary capacities listed below should not be in excess of the salary guidelines.

Part-time positions that are represented by SEIU and reside in the Part-time Temporary Bargaining Unit are designated with an ® next to the title.

<u>TYPE/LEVEL OF WORK PERFORMED</u>	<u>SALARY LEVEL (Hourly)</u>	
<u>JOB CLASS TITLE</u>	<u>IFAS JOB CODE</u>	<u>SALARY RANGE</u>

Clerical

Account Clerk Assistant	9N0010	\$ 12.75 - \$16.50
Administrative Aide	9N0015	\$ 14.50 - \$22.50
Office Aide/Reception ®	9N0020	\$ 12.00 - \$15.00
Secretarial Assistant ®	9N0025	\$ 13.00 - \$19.00
Storekeeper Assistant	9N0030	\$ 13.00 - \$20.00

Interns

Undergraduate Level	9N0001	\$12.00 - \$16.00
Graduate Level	9N0002	\$16.00 - \$20.00

Fire Assistants

Fire Department Aide/Lead ®	9N0110	\$ 8.00 - \$14.00
Fire Inspection Assistant	9N0115	\$16.00 - \$25.50
Reserve Firefighter	9N0120	\$10.00 - \$18.00
Reserve Firefighter – Lieutenant	9N0125	\$13.00 - \$21.00

Maintenance

Graffiti Removal Worker ®	9N0210	\$12.00 - \$19.00
Janitor	9N0215	\$10.00 - \$16.50
Park Maintenance Assistant	9N0220	\$10.00 - \$16.50
Street Maintenance Assistant	9N0225	\$10.00 - \$17.50
Water Services Worker Assistant ®	9N0230	\$12.00 - \$19.00
Water Treatment Plant Assistant (Grade III)	9N0235	\$22.00 - \$27.00

<u>JOB CLASS TITLE</u>	<u>IFAS JOB CODE</u>	<u>SALARY RANGE</u>
<u>Police Assistants</u>		
ASD Officer**	9N0310	\$17.85 - \$27.25
AVAA Coordinator ®	9N0315	\$15.75 - \$26.25
Community Services Assistant ®	9N0320	\$14.00 - \$21.00
D.A.R.E. Officer**	9N0325	\$17.85 - \$27.25
Dispatcher (part-time) ®	9N0330	\$17.85 - \$27.25
Diversion Case Worker ®	9N0335	\$17.85 - \$27.25
Evidence Assistant ®	9N0340	\$14.00 - \$21.00
Homeless Outreach Worker ®	9N0345	\$17.85 - \$27.25
Investigative Coordinator**	9N0350	\$17.85 - \$27.25
Police Aide	9N0355	\$10.00 - \$14.50
Police Service Assistant	9N0360	\$14.00 - \$19.00
Property Officer**	9N0365	\$17.85 - \$27.25
Traffic Violation Processing Specialist**	9N0390	\$18.00 - \$33.00
Warrant Clerk ®	9N0370	\$10.00 - \$15.50
<i>** Requires former sworn law enforcement status</i>		
<u>Professional</u>		
Accountant Assistant	9N0710	\$18.00 - \$26.00
Professional Associate	9N0720	\$25.00 - \$65.00
Senior Accountant	9N0715	(Depending upon assignment) \$26.00 - \$30.00
<u>Para-Professional/Technical</u>		
Building Inspection Assistant ®	9N0610	\$17.00 - \$24.00
Business License Inspector ®	9N0615	\$17.00 - \$24.00
Code Enforcement Aide	9N0620	\$17.00 - \$24.00
Engineering Aide Assistant ®	9N0625	\$13.00 - \$20.00
Lab Assistant ®	9N0630	\$13.00 - \$20.00
Project Assistant ®	9N0665	\$15.00 - \$22.00
Technical Associate	9N0635	\$17.00 - \$29.00
Utility Locator ®	9N0640	\$17.00 - \$26.00
<u>Program Assistants</u>		
CDBG Assistant	9N0510	\$13.50 - \$19.00
Parking Enforcement Assistant	9N0515	\$12.50 - \$19.00
Recycling Assistant ®	9N0520	\$13.50 - \$19.00
Weed Abatement Assistant	9N0525	\$13.50 - \$19.00

<u>Recreation</u>	<u>JOB CLASS TITLE</u>	<u>IFAS JOB CODE</u>	<u>SALARY RANGE</u>
Adult Sports Official		9NASO1 (<i>Basketball</i>) or 9NASO2 (<i>Sofiball</i>)	\$20.00 - \$26.50
Lifeguard		9N0415	\$8.50 - \$15.00
Program Manager ®		9NPM01 – 10 (<i>Depending upon assignment</i>)	\$10.50 - \$21.00 (<i>Depending upon assignment</i>)
Program Manager (Seasonal)		9NPM01 – 10 (<i>Depending upon assignment</i>)	\$10.50 - \$21.00 (<i>Depending upon assignment</i>)
Recreation Instructor		9NRI01 – 10 (<i>Depending upon assignment</i>)	\$8.00 - \$21.00
Recreation Leader ®		9NRL01 – 10 (<i>Depending upon assignment</i>)	\$8.00 - \$15.00
Recreation Leader (Seasonal)		9NRL01 – 10 (<i>Depending upon assignment</i>)	\$8.00 - \$15.00

NOTE: Salaries for PERS retirees must meet PERS requirements, and may be exempt from these guidelines. PERS retirees cannot exceed working 950 hours in each FY. Consult Human Resources for assistance in determining the appropriate hourly wage for retired annuants.