

RESOLUTION NO. 2022 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FONTANA
ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES FOR
SPECIFIC CLASSIFICATIONS THROUGHOUT THE CITY AND THE UPDATED
CORRESPONDING SALARY TABLES**

WHEREAS, the City Council of the City of Fontana has adopted the Personnel Rules and Regulations which incorporate the City's Classification Plan; and

WHEREAS, the Classification Plan is not a static plan and requires revision to reflect organizational changes and needs.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FONTANA
RESOLVES AS FOLLOWS:**

SECTION 1. To adopt a new job description and salary range for the classification of Director of Building & Safety at range EXE01 (\$135,000/year - \$188,958.39/year) and the updated Executive Group salary table.

SECTION 2. To adopt the new job descriptions and salary ranges for the classifications of Deputy Finance Officer at range MC86 (\$10,987.60/month - \$13,357.07/month), Homeless Solutions Manager at range MC87 (\$8,578.27/month - \$10,429.47/month), Purchasing Manager at range MC88 (\$7,735.87/month - \$9,408.54/month), Revenue Operations Manager at range MC89 (\$7,735.87/month - \$9,408.54/month), Risk Manager at range MC90 (\$9,597.47/month - \$11,668.80/month), and the updated Management Confidential Group salary table.

SECTION 3. To adopt the new job description and salary ranges for the classifications of Buyer I/II at ranges CH23 (\$4,251.87/month - \$5,172.27/month) and CH78 (\$4,803.07/month - \$5,841.34/month) respectively, and the updated Teamsters Local 1932 City Hall Unit salary table.

EFFECTIVE DATE: October 26, 2022

APPROVED AND ADOPTED this 25th day of October, 2022.

Resolution No.

READ AND APPROVED AS TO LEGAL FORM:

City Attorney

I, Germaine McClellan Key, City Clerk of the City of Fontana, and Ex-Officio Clerk of the City Council, do hereby certify that the foregoing Resolution is the actual Resolution duly and regularly adopted by the City Council of said City at a regular meeting thereof, held on October 25, 2022, by the following vote to wit:

AYES:

NOES:

ABSENT:

City Clerk of the City of Fontana

Mayor of the City of Fontana

Resolution 2021-

ATTEST:

City Clerk

**CITY OF FONTANA
DIRECTOR OF BUILDING & SAFETY**

DEFINITION: Under administrative direction from the Deputy City Manager (DCM), directs, manages and coordinates the activities of the Building & Safety, Fire Prevention, and Code Enforcement Divisions; oversees and renders interpretations of a comprehensive set of municipal and state building, fire, zoning, and land use codes in order to protect its citizens and their property from conditions which are injurious to the health, safety or welfare of the general public and may be detrimental to property values and community appearance; coordinates plan check, inspection activities, neighborhood improvement, and preservation programs with other divisions, departments, and outside agencies; responds, when appropriate to inquiries, concerns, and complaints by the public; attends meetings and makes presentations, prepares reports, memoranda, letters, and other forms of correspondence; provides highly responsible and complex administrative support to the DCM. Exercises direct supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Develop, plan, and implement Department, goals, and objectives; recommend and administer policies and procedures.
- Manage, direct, and organize plan check, building/fire inspection, and code enforcement activities, including with other departments, contractors, developers, and residents.
- Direct, oversee, and participate in the development of the plan check, building/fire inspection, and code enforcement work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development of the Department's work plans; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development and administration of Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year and quarterly adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct the evaluation, selection, and administration of outside consulting contracts for Department's related services; evaluate and prepare recommendations regarding the retention of consultants.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide complex technical and administrative support to the City Manager, Deputy City Manager, and City Council; prepare and present staff reports, surveys, and other necessary correspondence.

- Make public presentations before City Council, Planning Commission, and other governmental and private groups, and organizations; attend all City Council meetings as Department's staff representative.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department matters as needed.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare ordinances and ordinance amendments related to building, fire, and code enforcement activities.
- Render interpretations of building and fire codes.
- Serve as a technical advisor to the City Management staff and City Council on Department related matters.
- Communicate clearly and concisely, both orally and in writing to and before public and private groups and organizations.
- Establish and maintain a cooperative workplace and working relationships with those contacted throughout the course of employment.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents may work in all weather conditions, and may be exposed to fumes, dust, and air contaminants, drive motorized vehicles, and work around moving traffic.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and techniques of budget development and administration.
- Principles and practices of organization, administration, and personnel management.
- California Code of Regulations Title 24, Title 25, and the base model codes, as well as referenced standards and Fontana's Municipal Code.
- Principles of structural design, engineering mathematics, and building inspection.
- Modern methods of building construction.

- Research methods and sources of information related to building and fire codes as well as nuisance abatement.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Administer a variety of plan check, building/fire inspections, and code enforcement activities.
- Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of City goals.
- Interpret Department's policies and procedures to the general public.
- Identify and respond to public and City Council issues and concerns.
- Analyze, interpret, and check complex plan specifications, calculations, laws, and regulations.
- Assist in preparing ordinances and code amendments.
- Interpret building, fire and code enforcement policies and procedures to the public.
- Interpret and apply City policies, procedures, rules, and regulations as well as the California Code of Regulations Title 24, Title 25, and Fontana's municipal code.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train, and evaluate personnel.
- Prepare and administer a department budget.

Experience and Education: In addition to the above recommended skills and abilities, the applicant must possess:

A high school degree or G.E.D. equivalent and relevant coursework, certifications, or vocational training in building technology, building construction, and/or related architectural disciplines, **AND** ten (10) years of increasingly responsible experience in plan check and inspection of public, commercial, industrial, and residential buildings, which includes at least seven (7) years of supervisory experience.

OR

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Engineering, Architecture, Public Administration or a closely related field **AND** a minimum of seven (7) years of applicable experience, which includes five (5) years of supervisory experience, in addition to the training/ certificates listed below.
Experience in a local municipality is preferred

The position requires continuous possession of the following certifications, licenses, and accreditations throughout the duration of employment:

- Possession of a valid California Class “C” Driver’s License or equivalent.
- Possession of an International Code Council (ICC) certification as a Building Plans Examiner and Building Inspector.
- Possession of an ICC certification as a Certified Building Official (CBO) and Certified Fire Marshal (CFM), or possession of either the CBO or CFM ICC Certification at employment inception with the ability to obtain the other ICC certification within one (1) year.
- Registration as a Certified Access Specialist (CASp) with the Division of State Architect is highly desirable.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

**CITY OF FONTANA
EXECUTIVE GROUP ANNUAL PAY SCHEDULE
EFFECTIVE 10/26/2022**

TITLE	RANGE	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
City Manager	EXE02		\$324,450.00
Chief of Police	EXE02	\$200,930.00	\$276,429.92
Deputy City Clerk	EXE01	\$103,500.80	\$142,140.37
Deputy City Manager	EXE02	\$200,930.00	\$275,944.21
Director of Building & Safety	EXE01	\$135,000.00	\$188,958.39
Director of Community Services	EXE01	\$133,024.32	\$189,080.77
Director of Human Resources & Risk Management	EXE01	\$133,042.00	\$182,711.74
Director of Innovation & Technology	EXE01	\$141,723.00	\$194,633.49
Director of Planning	EXE01	\$135,000.00	\$188,958.39
Chief Financial Officer/ Director of Management Services	EXE01	\$151,350.00	\$207,854.00
Public Works Director/City Engineer	EXE01	\$165,000.00	\$212,283.00

CITY OF FONTANA DEPUTY FINANCE OFFICER

DEFINITION: Under the general direction of the Chief Financial Officer, plans, organizes, and supervises various assigned activities of the Finance Department including budget, payroll, general accounting operations, and treasury functions; and provides highly complex staff assistance to the Chief Financial Officer. This position exercises direct supervision over assigned professional, technical, and clerical staff. This position acts as department director in absence of the Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS: The Deputy Finance Officer has the day-to-day responsibility for managing, directing and organizing assigned functions and activities of the Finance Division of the Management Services Department. Areas of responsibility may include but are not limited to managing Budget, Payroll, Accounts Payable, Revenue, General Ledger and Special District Accounting, the City of Fontana Investment Portfolio, and Accounts Receivable. This position also participates in the development and implementation of various financial policies and procedures. The Deputy Finance Officer will also ensure that work carried out in the Finance Department is aligned with applicable best practices.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Review, recommend, and participate in the development and implementation of departmental goals, objectives, priorities, and policies and procedures.
- Manage, direct, and organize the functions and activities of the City's general accounting operations.
- Prepare and analyze technical and complex reports, statements, and correspondence.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and staffing levels.
- Supervise and assist in financial planning activities as related to investment analysis, sources and uses of funds, risk management, accounting, purchasing, debt administration, and extensive budget planning and forecasting.
- Oversee the annual update of the City's fees & charges study and the internal cost allocation plan.
- Supervise and participate in the preparation of a variety of financial statements and reports, including the City's budget, capital improvement program, and comprehensive annual financial report utilizing the Government Finance Officers Association Awards standards.
- Supervise, train, and evaluate Department personnel and provide technical guidance and/or direction to subordinate staff, including the various Division Managers within the Department.
- Prepare, present, and approve Department, City Council and Committee reports and presentations as required.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products methods and procedures.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would prove the required knowledge is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting and administration.
- Principles and practices of supervision, training and personnel management.
- Pertinent Federal, State and local laws, codes and regulations.
- Advanced methods, practices and procedures of investment management.
- Modern office procedures, methods and computer applications.

Experience: Five (5) years of increasingly responsible experience in professional governmental accounting including budget management, debt administration, and finance; including two years' experience in a management or supervisory capacity.

Education: A Bachelor's degree from an accredited college or university with major coursework in accounting or a closely related field. A Master's degree in Public Administration, Business, Finance, or Accounting and/or designation as a Certified Public Accountant is highly desirable.

License/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

CITY OF FONTANA HOMELESS SOLUTIONS MANAGER

DEFINITION: Under general direction from a Department Director or Deputy City Manager, develop, organize, and manage the City's Continuum of Care strategies in conjunction with local government agencies, law enforcement, community stakeholders, and non-profit/community-based organizations; and perform other related work as assigned. The responsibilities and areas of focus for the Homeless Solutions Manager may include but are not limited to street outreach, case management, social services coordination, transitional housing, tenant-based rental assistance, permanent affordable housing, and housing stabilization services for the homeless and those susceptible to homelessness.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop, recommend, and oversee administration of homelessness projects/programs, including future ones that are beneficial to the goals and objectives of the City.
- Manage and participate in the development and implementation of projects, goals, objectives, policies, and priorities.
- Conduct complex administrative research, studies, reports, and surveys related to homelessness.
- Develop qualitative and quantitative measures to monitor, ensure, and evaluate programs and projects.
- Write, administer, monitor, and oversee contract and grant compliance; prepare and write reports.
- Provide written analysis, evaluation, and recommendations regarding homelessness programs and proposals.
- Conduct and prepare a variety of studies and reports as related to demographic, economic, regulatory, and environmental issues of a project; recommend revisions to programs, policies, and procedures.
- Coordinate homeless policy and long-term planning with the City of Fontana Housing Division, other local government agencies, law enforcement, city staff, and other community-based organizations.
- Prepare City Council action reports and agenda items; make presentations to the City Council, and other boards, commissions, and community groups.
- Supervise, train, coordinate, and evaluate assigned staff, including contractors.
- Meet with City staff to identify and resolve problems; coordinate with other departments to ensure cooperation in achieving goals and objectives.
- Respond to the general public and residents' concerns in a courteous manner.
- Represent the City at various public forums as required to discuss homelessness and related topics.
- Research and advise on implementation of evidence-based practices and measurable outcomes; analyze and present program data based on shared metrics including use of the Homeless Management Information System (HMIS), Coordinated Entry System (CES), or other similar systems.

- Develop meeting notices and outreach materials, such as fliers and brochures.
- Oversee development and administration of the budget for associated projects/programs.
- Prepare and/or review cost estimates/financial documentation in conjunction with various homelessness programs/projects; monitor and control expenditures.
- Pursue Federal, State and local funding sources necessary to implement and/or expand existing programs, projects, and activities.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain prompt and regular attendance.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer or as the situation requires.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter assistance. The position may also require lifting of 25 pounds or more. Additionally, the incumbent may be exposed to all weather conditions including wet, hot, and cold. The nature of the work requires the incumbent to drive motorized vehicles, work in heavy traffic conditions, and often work with constant interruptions.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of homelessness program/project development and administration, public administration, and contract management.
- Principles and Homeless assistance services and programs.
- Research methods and report writing techniques.
- Federal, state, county and local policies, procedures, laws and regulations affecting homelessness programs.
- Grant writing and administration, specifically federal grant administration experience including Community Development Block Grant Programs (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants Program (ESG).
- Research methods, techniques and practices.

- Effective supervisory and personnel management practices and procedures, including principles of team building and project management.
- Data tracking and performance measurement.
- Local government organizational structure, functions and management.
- Principles and techniques of budget process and administration.
- Effective customer service techniques and principles.

In addition, the incumbent must have the ability to:

- Exercise sound judgement and demonstrate initiative.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply policies and procedures.
- Prepare comprehensive reports; communicate clearly and concisely both orally and in writing.
- Develop and maintain effective working relationships with law enforcement, elected officials, community organizations, local government agencies, non-profits, commission members, other City employees and the general public.
- Understand local community problems and recommend feasible solutions.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Public Administration, Social/Behavioral Sciences, Business Administration, or a related field. A Master's Degree in a related field is highly desirable.

Experience: A minimum of four (4) years of increasingly responsible experience directly related to the development, implementation, and administration of homeless assistance programs.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. Bilingual fluency in English and Spanish is highly desirable.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

CITY OF FONTANA PURCHASING MANAGER

DEFINITION: Under general direction of the Chief Financial Officer, supervises, plans, and coordinates the activities and operations of the City's centralized Purchasing functions; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Chief Financial Officer; and performs other related work as necessary. This position provides lead supervision to professional, technical, and/or clerical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the development and implementation of Purchasing Division goals, objectives, policies, and priorities.
- Plan, assign, supervise and evaluate the work of the Purchasing Division staff.
- Plan, organize, and direct the municipal purchasing, staffing and operational activities for the City's centralized Purchasing Division including procurement of materials, supplies and services.
- Maintain the City's Purchasing Policy to ensure compliance with all required local, state, and Federal requirements.
- Review major purchase requisitions; approve requisitions for conformity with established procedures; assign requisitions to staff for action; make major equipment purchases.
- Process all Public Works projects for formal bidding.
- Conduct pre-bid specification review conferences with bidders and City officials to resolve any conflicts or misunderstandings regarding bids; supervise and participate in the development of bid specifications; and analyze bids for compliance and make recommendations on major purchases.
- Supervise and participate in development of bid specifications; receive, open, analyze and publicly read bids, and make recommendations on major purchases.
- Prepare periodic purchasing, inventory control, bidding and proposal, and related contracts reports and records.
- Review budget requirements for all departments for capital equipment purchases and monitor monthly expenditures for purchasing, publishing services and central stores.
- Confer with municipal officials regarding purchasing activities such as development of specifications and standardization.
- Assist City staff with procurement needs by providing professional and technical guidance on obtaining materials and services; ensure that procurement activities meet legal and professional standards by enforcing pertinent codes, policies and regulations and professional ethics regarding purchasing operations.
- Encourage the standardization of equipment, materials and services used by various City departments.
- Oversee, review and process purchase orders, verifying proper account numbers/funds for ordered items; sign and approve purchase orders as authorized; and coordinate and monitor open/blanket purchase orders.
- Supervise the sale of surplus items more than or unsuitable for City use.

- Establish and maintain contact and negotiations with vendors; keep informed of new products; develop new sources of supply; and evaluate vendor performance.
- Establish and maintain cooperative working relationships with internal and external customers.
- Prepare and administer the budget for the division.
- Supervise, train, and evaluate supervisory, professional, technical, administrative, and clerical staff members.
- Analyze, evaluate, and modify purchasing methods and procedures.
- Interpret and explain City purchasing, central stores, publishing services, and messenger service policies and procedures.
- Examine and interpret financial statements of applicant companies to determine solvency.
- Collect, interpret, and evaluate data. · Methodically evaluate reasons to validate conclusions and define and select alternatives.
- Rationalize and project the consequences of decisions and/or recommendations.
- Formulate policies, plan, coordinate and initiate actions necessary to implement decisions.
- Interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuasion and negotiation.
- Act as liaison to advise and/or resolve differences between departments and outside agencies.
- Initiate, plan and complete work assignments with a minimum of direction and control.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of employment.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Principles and practices of public agency procurement, bidding specifications and processes for public works projects and other services, and materials management processes including Federal, state, county and city regulations regarding purchasing methods and practices.
- Commodity markets, marketing practices and commodity pricing methods.
- Materials management and warehousing methods and practices including inventory control procedures.
- Contract laws, regulations, and standards.
- Federal, state, and municipal purchasing laws and procedures.
- Budget and accounting procedures and practices.
- Computerized purchasing, inventory, and accounting systems.
- Types of supplies, materials and equipment commonly used by the municipal utilities, including terminology and nomenclature.
- Principles and practices of organization, administration, budgeting, supervision, and personnel management.

A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible management experience in a large scale governmental agency, including experience with commercial purchasing, bidding, contracts administration, inventory control procedures, and related services. Experience should also include at least two (2) years of supervisory experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field; or equivalent combination of education, training, and experience. A Certified Purchasing Manager (CPM) Certificate or equivalent certification is highly desirable.

Licenses and/or Certifications: Professional purchasing certification of Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or purchasing certificate from an accredited college or university is highly desirable. Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

CITY OF FONTANA REVENUE OPERATIONS MANAGER

DEFINITION: Under administrative direction, manage, direct, supervise, and coordinate the activities and operations of the Revenue Division including management of business licensing, utility billing, revenue collection of various fees and taxes, and citywide cashiering function; monitor and analyze revenue sources of the City, prepare and/or review various revenue estimates, and provide professional staff assistance to the Deputy Finance Officer in a variety of related assignments.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assume management responsibility for utility billing, cashiering, tax collection, treasury reporting, and other revenue services and activities.
- Recommend and implement goals, objectives, and practices for providing effective and efficient investment and revenue services.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Deputy Finance Director; direct the implementation of improvements.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, direct, coordinate, and review the work plan for cashiering, cash management, utility billing, business licensing, revenue tracking and analysis, revenue collections, and various tax programs; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Manage and participate in the development and administration of the annual divisional budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures for the division; direct and implement adjustments as necessary.
- Monitor and report on legislative actions that may affect local government finance.
- Supervise, audit, and institute cash controls for division staff. Supervise the administration of other revenue services and activities.
- Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to revenue programs, policies, and procedures as appropriate.
- Analyze problems, identify alternative solutions, project consequences of proposed

actions, and implement recommendations in support of Finance Department goals.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze and compile complex technical and statistical data. Perform complex financial and accounting work.
- Prepare and administer annual Revenue Division budgets.
- Prepare clear, concise, and comprehensive administrative and financial reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Supervise and direct the work of the central cashier office in receiving, depositing, and disbursing of all monies.
- Supervise and direct the work of the utility billing operations, business license, and passport operations.
- Supervise the recording of all receipts, disbursements and special assessments, and financial record maintenance.
- Review and recommend best practices for off-site financial transactions.
- Respond to requests for information and advise other departments, governmental agencies, and the public of City's financial and revenue policies.
- Identify and respond to community and finance issues, concerns, and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain prompt and regular attendance.
- Perform related duties and responsibilities as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Operational characteristics, services, and activities of revenue management, utility billing, cashiering, accounting, passport services, and business licensing.
- Principles and practices governing commercial banking relationships, products, and services.
- Organizational and management practices as applied to the analysis and evaluation

of programs, policies, and operational needs.

- Principles and methods of modern accounting and auditing.
- Principles and practices of financial administration including budgeting and reporting.
- Principles and practices of program analysis, and revenue forecasting.
- Modern and complex principles and practices of program development and administration.
- Principles and practices of effective management and supervision.
- Pertinent Federal, State, and local laws, codes, and regulations pertaining to public finance.

Experience: Five (5) years of professional and progressively responsible revenue management experience, including two (2) years of supervisory experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with a major course work in Accounting, Finance, Business Administration, or a related field.

Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

CITY OF FONTANA RISK MANAGER

DEFINITION: Under general supervision, the Risk Manager identifies areas of exposure to loss or injury which results from the activities of City government; plans, promotes and coordinates the activities of a comprehensive City insurance, safety, and risk program analysis, develops and recommends programs to protect the City against catastrophe loss; and minimizes potential risks; and performs related duties as required.

Supervision Received and Exercised:

The Risk Manager provides professional support to the Director of Human Resources/Risk Management and provides direct supervision over the office as directed.

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

- Administers the formulation and implementation of policy for the City's risk management program, which includes, the safety program, self-insured program, earthquake program (revenue bond buildings), self-insured liability program, self-insured workers' compensation program, self-insured workers' compensation subrogation program, and any other peripheral and/or related programs. Monitors and regulates the outcome of potential losses to minimize financial impact to the City.
- Reviews, evaluates, and reports on the overall effectiveness of the various elements of the comprehensive risk management program, such as safety, loss control, claims management and the like.
- Develops and maintains current specifications for all types of insurance coverage deemed necessary to adequately protect losses, and writes specifications for the purchase of insurance by bid or negotiation.
- Keeps abreast of current developments in the fields of risk management and insurance, and incorporates necessary or desirable changes into City policies affecting the comprehensive insurance and risk management programs.
- Coordinates and participates in the investigation of liability claims.
- Maintains liaison with City departments' heads and employees on insurance or workers' compensation matters. Makes recommendations regarding investigations and claims resolution.
- Acts as the City's liaison to third party administrators, appeals board and attorneys. Prepares reports and analyzes data for insurance renewals.
- Provide consultation to the city community in an effort to ensure safe work and build awareness of risk management services.
- Oversees renewals including property, general liability, workers compensation and fidelity bonds for employees, volunteers and special risk insurance; receives and reviews claims correspondence.
- Manages the preparation of certificates of insurance for outside agencies.
- Represents City at court hearings, court appearances, depositions; and monitors subpoena processes.

- Oversees claim reviews, prepares and presents cases in Small Claims Court.
- Maintains records and files of losses, accidents, liability claims and other risk management information; reviews staff time and expense reports.
- Develop and manage City-wide safety and training programs.
- Acts as the City's Safety Officer in compliance with SB198, responsible for establishing a Safety Committee, identifying safety representatives, conducting regular safety meetings, coordinating through safety representatives, regular safety audits, inspections, and any needed and necessary training.
- Develops and conducts initial safety training for new employees, following-up with division managers to ensure division specific training has occurred upon hiring.
- Maintains records of all initial training, division specific training, and any ongoing training.
- Assist in the development of the department budget.
- Recommends and participates in the development of Division goals and objectives, policies and procedures.
- Supervise, train and evaluate assigned staff.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The nature of the work may also require the incumbent to work in heavy vehicle traffic conditions and often work with constant interruptions. When performing inspections, the incumbent may be exposed to a variety of hazardous substances which may include solvents, chemicals and fumes, grease/oil, and dust.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of :

- Applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law, risk management and loss control principles and of file and records management.
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working within conflicting and multiple deadlines to complete projects and assignments, assessing, analyzing, identifying and recommending solutions to problems, oral and written communication using standardized English, and in establishing and maintaining positive and productive working relationships with both internal and external customers.
- Ability to complete essential duties with little to no supervision.
- Proficient in the use of a personal computer, electronic devices and other industry related software to perform essential job duties.
- Principles and practices of public personnel administration.
- Statistical concepts and methods.
- Principles and practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

Experience and Education: Certified as a Risk Manager and possesses a Bachelor's degree from an accredited college or university in public administration, business administration or closely related field, AND five (5) years of increasingly responsible experience in a professional capacity in the field of risk management. Demonstrated work experience in public sector, knowledge of California laws, and designation as an Associate in Risk Management (ARM) are desirable.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License or equivalent. The incumbent is a Certified Risk Manager (CRM).

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Accounting Manager	MC01	\$57.04	\$59.90	\$62.90	\$66.05	\$69.36	Hourly
		\$9,886.94	\$10,382.67	\$10,902.67	\$11,448.67	\$12,022.40	Monthly
		\$118,643.20	\$124,592.00	\$130,832.00	\$137,384.00	\$144,268.80	Annual
Administrative Secretary	MC02	\$26.66	\$28.00	\$29.40	\$30.87	\$32.42	
		\$4,621.07	\$4,853.34	\$5,096.00	\$5,350.80	\$5,619.47	
		\$55,452.80	\$58,240.00	\$61,152.00	\$64,209.60	\$67,433.60	
Assistant Building Official	MC03	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	
Assistant Internal Auditor	MC04	\$31.91	\$33.51	\$35.19	\$36.95	\$38.80	
		\$5,531.07	\$5,808.40	\$6,099.60	\$6,404.67	\$6,725.34	
		\$66,372.80	\$69,700.80	\$73,195.20	\$76,856.00	\$80,704.00	
(IT) Application Programmer/ Developer	MC05	\$37.26	\$39.13	\$41.09	\$43.15	\$45.31	
		\$6,458.40	\$6,782.54	\$7,122.27	\$7,479.34	\$7,853.74	
		\$77,500.80	\$81,390.40	\$85,467.20	\$89,752.00	\$94,244.80	
(IT) Business Analyst II	MC06	\$38.96	\$40.91	\$42.96	\$45.11	\$47.37	
		\$6,753.07	\$7,091.07	\$7,446.40	\$7,819.07	\$8,210.80	
		\$81,036.80	\$85,092.80	\$89,356.80	\$93,828.80	\$98,529.60	
Budget Manager	MC07	\$57.04	\$59.90	\$62.90	\$66.05	\$69.36	
		\$9,886.94	\$10,382.67	\$10,902.67	\$11,448.67	\$12,022.40	
		\$118,643.20	\$124,592.00	\$130,832.00	\$137,384.00	\$144,268.80	
Communications & Marketing Manager	MC09	\$49.49	\$51.97	\$54.57	\$57.30	\$60.17	
		\$8,578.27	\$9,008.14	\$9,458.80	\$9,932.00	\$10,429.47	
		\$102,939.20	\$108,097.60	\$113,505.60	\$119,184.00	\$125,153.60	
Community Improvement Program Manager	MC10	\$53.35	\$56.02	\$58.83	\$61.78	\$64.87	
		\$9,247.34	\$9,710.14	\$10,197.20	\$10,708.54	\$11,244.14	
		\$110,968.00	\$116,521.60	\$122,366.40	\$128,502.40	\$134,929.60	
Community Services Manager	MC11	\$50.75	\$53.29	\$55.96	\$58.76	\$61.70	
		\$8,796.67	\$9,236.94	\$9,699.74	\$10,185.07	\$10,694.67	
		\$105,560.00	\$110,843.20	\$116,396.80	\$122,220.80	\$128,336.00	
Community Services Supervisor	MC12	\$35.98	\$37.78	\$39.67	\$41.66	\$43.75	
		\$6,236.54	\$6,548.54	\$6,876.14	\$7,221.07	\$7,583.34	
		\$74,838.40	\$78,582.40	\$82,513.60	\$86,652.80	\$91,000.00	
Customer Service Supervisor	MC13	\$37.26	\$39.13	\$41.09	\$43.15	\$45.31	
		\$6,458.40	\$6,782.54	\$7,122.27	\$7,479.34	\$7,853.74	
		\$77,500.80	\$81,390.40	\$85,467.20	\$89,752.00	\$94,244.80	
(IT) Database Administrator	MC14	\$50.47	\$53.00	\$55.65	\$58.44	\$61.37	
		\$8,748.14	\$9,186.67	\$9,646.00	\$10,129.60	\$10,637.47	
		\$104,977.60	\$110,240.00	\$115,752.00	\$121,555.20	\$127,649.60	

**CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Deputy Finance Officer	MC86	\$63.39	\$66.56	\$69.89	\$73.39	\$77.06	Hourly
		\$10,987.60	\$11,537.07	\$12,114.27	\$12,720.94	\$13,357.07	Monthly
		\$131,851.20	\$138,444.80	\$145,371.20	\$152,651.20	\$160,284.80	Annual
Development Services Supervisor	MC15	\$37.26	\$39.13	\$41.09	\$43.15	\$45.31	
		\$6,458.40	\$6,782.54	\$7,122.27	\$7,479.34	\$7,853.74	
		\$77,500.80	\$81,390.40	\$85,467.20	\$89,752.00	\$94,244.80	
Economic Development Analyst	MC76	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Engineering Manager	MC16	\$57.79	\$60.68	\$63.72	\$66.91	\$70.26	
		\$10,016.94	\$10,517.87	\$11,044.80	\$11,597.74	\$12,178.40	
		\$120,203.20	\$126,214.40	\$132,537.60	\$139,172.80	\$146,140.80	
Environmental Control Supervisor	MC17	\$38.76	\$40.70	\$42.74	\$44.88	\$47.13	
		\$6,718.40	\$7,054.67	\$7,408.27	\$7,779.20	\$8,169.20	
		\$80,620.80	\$84,656.00	\$88,899.20	\$93,350.40	\$98,030.40	
Executive Secretary to City Manager	MC18	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	
		\$6,224.40	\$6,536.40	\$6,864.00	\$7,207.20	\$7,567.74	
		\$74,692.80	\$78,436.80	\$82,368.00	\$86,486.40	\$90,812.80	
Facilities Maintenance Supervisor	MC19	\$38.76	\$40.70	\$42.74	\$44.88	\$47.13	
		\$6,718.40	\$7,054.67	\$7,408.27	\$7,779.20	\$8,169.20	
		\$80,620.80	\$84,656.00	\$88,899.20	\$93,350.40	\$98,030.40	
Finance Manager	MC20	\$57.79	\$60.68	\$63.72	\$66.91	\$70.26	
		\$10,016.94	\$10,517.87	\$11,044.80	\$11,597.74	\$12,178.40	
		\$120,203.20	\$126,214.40	\$132,537.60	\$139,172.80	\$146,140.80	
Fleet Supervisor	MC21	\$38.76	\$40.70	\$42.74	\$44.88	\$47.13	
		\$6,718.40	\$7,054.67	\$7,408.27	\$7,779.20	\$8,169.20	
		\$80,620.80	\$84,656.00	\$88,899.20	\$93,350.40	\$98,030.40	
(IT) GIS Administrator	MC22	\$50.47	\$53.00	\$55.65	\$58.44	\$61.37	
		\$8,748.14	\$9,186.67	\$9,646.00	\$10,129.60	\$10,637.47	
		\$104,977.60	\$110,240.00	\$115,752.00	\$121,555.20	\$127,649.60	
Homeless Solutions Manager	MC87	\$49.49	\$51.97	\$54.57	\$57.30	\$60.17	
		\$8,578.27	\$9,008.14	\$9,458.80	\$9,932.00	\$10,429.47	
		\$102,939.20	\$108,097.60	\$113,505.60	\$119,184.00	\$125,153.60	
Housing Development Manager	MC23	\$49.49	\$51.97	\$54.57	\$57.30	\$60.17	
		\$8,578.27	\$9,008.14	\$9,458.80	\$9,932.00	\$10,429.47	
		\$102,939.20	\$108,097.60	\$113,505.60	\$119,184.00	\$125,153.60	
Human Resources Analyst	MC24	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	
		\$6,619.60	\$6,950.67	\$7,299.07	\$7,664.80	\$8,049.60	
		\$79,435.20	\$83,408.00	\$87,588.80	\$91,977.60	\$96,595.20	

CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Human Resources Clerk	MC25	\$22.05	\$23.16	\$24.32	\$25.54	\$26.82	Hourly
		\$3,822.00	\$4,014.40	\$4,215.47	\$4,426.94	\$4,648.80	Monthly
		\$45,864.00	\$48,172.80	\$50,585.60	\$53,123.20	\$55,785.60	Annual
Human Resources Specialist	MC26	\$32.57	\$34.20	\$35.91	\$37.71	\$39.60	
		\$5,645.47	\$5,928.00	\$6,224.40	\$6,536.40	\$6,864.00	
		\$67,745.60	\$71,136.00	\$74,692.80	\$78,436.80	\$82,368.00	
Human Resources Technician	MC27	\$27.63	\$29.02	\$30.48	\$32.01	\$33.62	
		\$4,789.20	\$5,030.14	\$5,283.20	\$5,548.40	\$5,827.47	
		\$57,470.40	\$60,361.60	\$63,398.40	\$66,580.80	\$69,929.60	
(IT) Information Technology Manager	MC28	\$56.90	\$59.75	\$62.74	\$65.88	\$69.18	
		\$9,862.67	\$10,356.67	\$10,874.94	\$11,419.20	\$11,991.20	
		\$118,352.00	\$124,280.00	\$130,499.20	\$137,030.40	\$143,894.40	
Information Technology (IT) Project Administrator	MC85	\$53.35	\$56.02	\$58.83	\$61.78	\$64.87	
		\$9,247.34	\$9,710.14	\$10,197.20	\$10,708.54	\$11,244.14	
		\$110,968.00	\$116,521.60	\$122,366.40	\$128,502.40	\$134,929.60	
Management Trainee	MC78	\$30.62	"Step 1 Only"				
		\$5,307.47					
		\$63,689.60					
Management Analyst I	MC80	\$35.00	\$36.75	\$38.59	\$40.52	\$42.55	
		\$6,066.67	\$6,370.00	\$6,688.94	\$7,023.47	\$7,375.34	
		\$72,800.00	\$76,440.00	\$80,267.20	\$84,281.60	\$88,504.00	
Management Analyst II	MC81	\$40.26	\$42.28	\$44.40	\$46.62	\$48.96	
		\$6,978.40	\$7,328.54	\$7,696.00	\$8,080.80	\$8,486.40	
		\$83,740.80	\$87,942.40	\$92,352.00	\$96,969.60	\$101,836.80	
(IT) Network/Security Administrator	MC29	\$53.35	\$56.02	\$58.83	\$61.78	\$64.87	
		\$9,247.34	\$9,710.14	\$10,197.20	\$10,708.54	\$11,244.14	
		\$110,968.00	\$116,521.60	\$122,366.40	\$128,502.40	\$134,929.60	
Parks Development Coordinator	MC30	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Parks & Landscape Supervisor	MC31	\$38.76	\$40.70	\$42.74	\$44.88	\$47.13	
		\$6,718.40	\$7,054.67	\$7,408.27	\$7,779.20	\$8,169.20	
		\$80,620.80	\$84,656.00	\$88,899.20	\$93,350.40	\$98,030.40	
Payroll Clerk	MC32	\$21.65	\$22.74	\$23.88	\$25.08	\$26.34	
		\$3,752.67	\$3,941.60	\$4,139.20	\$4,347.20	\$4,565.60	
		\$45,032.00	\$47,299.20	\$49,670.40	\$52,166.40	\$54,787.20	
Payroll Coordinator	MC33	\$32.57	\$34.20	\$35.91	\$37.71	\$39.60	
		\$5,645.47	\$5,928.00	\$6,224.40	\$6,536.40	\$6,864.00	
		\$67,745.60	\$71,136.00	\$74,692.80	\$78,436.80	\$82,368.00	

CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Payroll Technician	MC34	\$27.76	\$29.15	\$30.61	\$32.15	\$33.76	Hourly
		\$4,811.74	\$5,052.67	\$5,305.74	\$5,572.67	\$5,851.74	Monthly
		\$57,740.80	\$60,632.00	\$63,668.80	\$66,872.00	\$70,220.80	Annual
Police Administrative Support Services Manager	MC36	\$49.49	\$51.97	\$54.57	\$57.30	\$60.17	
		\$8,578.27	\$9,008.14	\$9,458.80	\$9,932.00	\$10,429.47	
		\$102,939.20	\$108,097.60	\$113,505.60	\$119,184.00	\$125,153.60	
Police Communications Supervisor	MC37	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Police Dispatch Shift Supervisor	MC38	\$32.79	\$34.43	\$36.16	\$37.97	\$39.87	
		\$5,683.60	\$5,967.87	\$6,267.74	\$6,581.47	\$6,910.80	
		\$68,203.20	\$71,614.40	\$75,212.80	\$78,977.60	\$82,929.60	
Police Records Supervisor	MC39	\$26.11	\$27.42	\$28.80	\$30.24	\$31.76	
		\$4,525.74	\$4,752.80	\$4,992.00	\$5,241.60	\$5,505.07	
		\$54,308.80	\$57,033.60	\$59,904.00	\$62,899.20	\$66,060.80	
Police Supervising Property Control Clerk	MC40	\$29.33	\$30.80	\$32.34	\$33.96	\$35.66	
		\$5,083.87	\$5,338.67	\$5,605.60	\$5,886.40	\$6,181.07	
		\$61,006.40	\$64,064.00	\$67,267.20	\$70,636.80	\$74,172.80	
Police Support Services Supervisor	MC41	\$34.39	\$36.11	\$37.92	\$39.82	\$41.82	
		\$5,960.94	\$6,259.07	\$6,572.80	\$6,902.14	\$7,248.80	
		\$71,531.20	\$75,108.80	\$78,873.60	\$82,825.60	\$86,985.60	
Principal Civil Engineer	MC42	\$57.60	\$60.48	\$63.51	\$66.69	\$70.03	
		\$9,984.00	\$10,483.20	\$11,008.40	\$11,559.60	\$12,138.54	
		\$119,808.00	\$125,798.40	\$132,100.80	\$138,715.20	\$145,662.40	
Principal Planner	MC83	\$53.90	\$56.60	\$59.43	\$62.41	\$65.54	
		\$9,342.67	\$9,810.67	\$10,301.20	\$10,817.74	\$11,360.27	
		\$112,112.00	\$117,728.00	\$123,614.40	\$129,812.80	\$136,323.20	
Public Information Coordinator	MC43	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Public Safety Systems Administrator	MC84	\$50.47	\$53.00	\$55.65	\$58.44	\$61.37	
		\$8,748.14	\$9,186.67	\$9,646.00	\$10,129.60	\$10,637.47	
		\$104,977.60	\$110,240.00	\$115,752.00	\$121,555.20	\$127,649.60	
Public Works Inspection Supervisor	MC44	\$44.43	\$46.66	\$49.00	\$51.45	\$54.03	
		\$7,701.20	\$8,087.74	\$8,493.34	\$8,918.00	\$9,365.20	
		\$92,414.40	\$97,052.80	\$101,920.00	\$107,016.00	\$112,382.40	
Public Works Manager	MC45	\$53.35	\$56.02	\$58.83	\$61.78	\$64.87	
		\$9,247.34	\$9,710.14	\$10,197.20	\$10,708.54	\$11,244.14	
		\$110,968.00	\$116,521.60	\$122,366.40	\$128,502.40	\$134,929.60	

**CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Purchasing Manager	MC88	\$44.63	\$46.87	\$49.22	\$51.69	\$54.28	Hourly
		\$7,735.87	\$8,124.14	\$8,531.47	\$8,959.60	\$9,408.54	Monthly
		\$92,830.40	\$97,489.60	\$102,377.60	\$107,515.20	\$112,902.40	Annual
Purchasing Specialist	MC46	\$30.52	\$32.05	\$33.66	\$35.35	\$37.12	
		\$5,290.14	\$5,555.34	\$5,834.40	\$6,127.34	\$6,434.14	
		\$63,481.60	\$66,664.00	\$70,012.80	\$73,528.00	\$77,209.60	
Purchasing Supervisor	MC47	\$37.26	\$39.13	\$41.09	\$43.15	\$45.31	
		\$6,458.40	\$6,782.54	\$7,122.27	\$7,479.34	\$7,853.74	
		\$77,500.80	\$81,390.40	\$85,467.20	\$89,752.00	\$94,244.80	
Real Property Analyst	MC48	\$35.26	\$37.03	\$38.89	\$40.84	\$42.89	
		\$6,111.74	\$6,418.54	\$6,740.94	\$7,078.94	\$7,434.27	
		\$73,340.80	\$77,022.40	\$80,891.20	\$84,947.20	\$89,211.20	
Records Coordinator	MC77	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	
		\$5,113.34	\$5,369.87	\$5,638.54	\$5,921.07	\$6,217.47	
		\$61,360.00	\$64,438.40	\$67,662.40	\$71,052.80	\$74,609.60	
Resources Budget Officer	MC49	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	
Revenue Operations Manager	MC89	\$44.63	\$46.87	\$49.22	\$51.69	\$54.28	
		\$7,735.87	\$8,124.14	\$8,531.47	\$8,959.60	\$9,408.54	
		\$92,830.40	\$97,489.60	\$102,377.60	\$107,515.20	\$112,902.40	
Risk Manager	MC90	\$55.37	\$58.14	\$61.05	\$64.11	\$67.32	
		\$9,597.47	\$10,077.60	\$10,582.00	\$11,112.40	\$11,668.80	
		\$115,169.60	\$120,931.20	\$126,984.00	\$133,348.80	\$140,025.60	
Senior Accountant	MC50	\$37.45	\$39.33	\$41.30	\$43.37	\$45.54	
		\$6,491.34	\$6,817.20	\$7,158.67	\$7,517.47	\$7,893.60	
		\$77,896.00	\$81,806.40	\$85,904.00	\$90,209.60	\$94,723.20	
Senior Administrative Aide	MC51	\$29.74	\$31.23	\$32.80	\$34.44	\$36.17	
		\$5,154.94	\$5,413.20	\$5,685.34	\$5,969.60	\$6,269.47	
		\$61,859.20	\$64,958.40	\$68,224.00	\$71,635.20	\$75,233.60	
Senior Administrative Analyst	MC52	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Senior Administrative Secretary	MC53	\$29.33	\$30.80	\$32.34	\$33.96	\$35.66	
		\$5,083.87	\$5,338.67	\$5,605.60	\$5,886.40	\$6,181.07	
		\$61,006.40	\$64,064.00	\$67,267.20	\$70,636.80	\$74,172.80	
(IT) Senior Business Analyst	MC54	\$44.56	\$46.79	\$49.13	\$51.59	\$54.17	
		\$7,723.74	\$8,110.27	\$8,515.87	\$8,942.27	\$9,389.47	
		\$92,684.80	\$97,323.20	\$102,190.40	\$107,307.20	\$112,673.60	

**CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Senior Civil Engineer	MC55	\$53.15	\$55.81	\$58.61	\$61.55	\$64.63	Hourly
		\$9,212.67	\$9,673.74	\$10,159.07	\$10,668.67	\$11,202.54	Monthly
		\$110,552.00	\$116,084.80	\$121,908.80	\$128,024.00	\$134,430.40	Annual
Senior Civil Land Surveyor	MC79	\$50.61	\$53.15	\$55.81	\$58.61	\$61.55	
		\$8,772.40	\$9,212.67	\$9,673.74	\$10,159.07	\$10,668.67	
		\$105,268.80	\$110,552.00	\$116,084.80	\$121,908.80	\$128,024.00	
Senior Engineer	MC56	\$50.61	\$53.15	\$55.81	\$58.61	\$61.55	
		\$8,772.40	\$9,212.67	\$9,673.74	\$10,159.07	\$10,668.67	
		\$105,268.80	\$110,552.00	\$116,084.80	\$121,908.80	\$128,024.00	
Senior Human Resources Analyst	MC57	\$43.90	\$46.10	\$48.41	\$50.84	\$53.39	
		\$7,609.34	\$7,990.67	\$8,391.07	\$8,812.27	\$9,254.27	
		\$91,312.00	\$95,888.00	\$100,692.80	\$105,747.20	\$111,051.20	
Senior Internal Auditor	MC58	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	
Senior Management Analyst	MC82	\$48.31	\$50.73	\$53.27	\$55.94	\$58.74	
		\$8,373.74	\$8,793.20	\$9,233.47	\$9,696.27	\$10,181.60	
		\$100,484.80	\$105,518.40	\$110,801.60	\$116,355.20	\$122,179.20	
Senior Planner	MC59	\$44.12	\$46.33	\$48.65	\$51.09	\$53.65	
		\$7,647.47	\$8,030.54	\$8,432.67	\$8,855.60	\$9,299.34	
		\$91,769.60	\$96,366.40	\$101,192.00	\$106,267.20	\$111,592.00	
Senior Traffic Engineer	MC74	\$53.15	\$55.81	\$58.61	\$61.55	\$64.63	
		\$9,212.67	\$9,673.74	\$10,159.07	\$10,668.67	\$11,202.54	
		\$110,552.00	\$116,084.80	\$121,908.80	\$128,024.00	\$134,430.40	
(IT) Software Development Supervisor	MC60	\$50.47	\$53.00	\$55.65	\$58.44	\$61.37	
		\$8,748.14	\$9,186.67	\$9,646.00	\$10,129.60	\$10,637.47	
		\$104,977.60	\$110,240.00	\$115,752.00	\$121,555.20	\$127,649.60	
Strategic Transportation Engineering Manager	MC61	\$57.79	\$60.68	\$63.72	\$66.91	\$70.26	
		\$10,016.94	\$10,517.87	\$11,044.80	\$11,597.74	\$12,178.40	
		\$120,203.20	\$126,214.40	\$132,537.60	\$139,172.80	\$146,140.80	
Supervising Accountant	MC62	\$43.24	\$45.41	\$47.69	\$50.08	\$52.59	
		\$7,494.94	\$7,871.07	\$8,266.27	\$8,680.54	\$9,115.60	
		\$89,939.20	\$94,452.80	\$99,195.20	\$104,166.40	\$109,387.20	
Supervising Animal Services Officer	MC63	\$30.64	\$32.18	\$33.79	\$35.48	\$37.26	
		\$5,310.94	\$5,577.87	\$5,856.94	\$6,149.87	\$6,458.40	
		\$63,731.20	\$66,934.40	\$70,283.20	\$73,798.40	\$77,500.80	
Supervising Building Inspector	MC64	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	

**CITY OF FONTANA
MANAGEMENT CONFIDENTIAL
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Supervising Code Enforcement Inspector	MC65	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	Hourly
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	Monthly
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	Annual
Supervising Plans Examiner	MC75	\$45.71	\$48.00	\$50.40	\$52.92	\$55.57	
		\$7,923.07	\$8,320.00	\$8,736.00	\$9,172.80	\$9,632.14	
		\$95,076.80	\$99,840.00	\$104,832.00	\$110,073.60	\$115,585.60	
Supervising Real Property Agent	MC66	\$41.37	\$43.44	\$45.62	\$47.91	\$50.31	
		\$7,170.80	\$7,529.60	\$7,907.47	\$8,304.40	\$8,720.40	
		\$86,049.60	\$90,355.20	\$94,889.60	\$99,652.80	\$104,644.80	
Supervising Technical Engineer	MC67	\$44.87	\$47.12	\$49.48	\$51.96	\$54.56	
		\$7,777.47	\$8,167.47	\$8,576.54	\$9,006.40	\$9,457.07	
		\$93,329.60	\$98,009.60	\$102,918.40	\$108,076.80	\$113,484.80	
Supervising Traffic Systems Specialist	MC68	\$43.13	\$45.29	\$47.56	\$49.94	\$52.44	
		\$7,475.87	\$7,850.27	\$8,243.74	\$8,656.27	\$9,089.60	
		\$89,710.40	\$94,203.20	\$98,924.80	\$103,875.20	\$109,075.20	
(IT) Support Supervisor	MC69	\$50.47	\$53.00	\$55.65	\$58.44	\$61.37	
		\$8,748.14	\$9,186.67	\$9,646.00	\$10,129.60	\$10,637.47	
		\$104,977.60	\$110,240.00	\$115,752.00	\$121,555.20	\$127,649.60	
(IT) Systems Administrator	MC70	\$44.56	\$46.79	\$49.13	\$51.59	\$54.17	
		\$7,723.74	\$8,110.27	\$8,515.87	\$8,942.27	\$9,389.47	
		\$92,684.80	\$97,323.20	\$102,190.40	\$107,307.20	\$112,673.60	
(IT) Systems/Network Specialist	MC71	\$36.32	\$38.14	\$40.05	\$42.06	\$44.17	
		\$6,295.47	\$6,610.94	\$6,942.00	\$7,290.40	\$7,656.14	
		\$75,545.60	\$79,331.20	\$83,304.00	\$87,484.80	\$91,873.60	
Transportation Engineering Manager	MC72	\$63.66	\$66.85	\$70.20	\$73.71	\$77.40	
		\$11,034.40	\$11,587.34	\$12,168.00	\$12,776.40	\$13,416.00	
		\$132,412.80	\$139,048.00	\$146,016.00	\$153,316.80	\$160,992.00	
Utilities & Streets Supervisor	MC73	\$38.76	\$40.70	\$42.74	\$44.88	\$47.13	
		\$6,718.40	\$7,054.67	\$7,408.27	\$7,779.20	\$8,169.20	
		\$80,620.80	\$84,656.00	\$88,899.20	\$93,350.40	\$98,030.40	

CITY OF FONTANA BUYER I/II

DEFINITION:

Under general supervision, perform a wide variety of administrative support and technical duties in the purchase activities involving a variety of equipment, materials and supplies in accordance with City standards and policies and all applicable legal requirements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Buyer I is the entry level class in this series. Incumbents perform work under close supervision and perform the more routine work assigned to the class. Incumbent is expected to provide customer-responsive, cost-effective, and high-quality purchasing services for customers, consistent with applicable legal requirements under supervision. This position receives immediate supervision from high-level supervisory staff.

Buyer II is the journey level class in this series. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with increasing independence under general supervision from high-level supervisory staff. Performs moderate to complex specialized professional work in purchasing to include analytical studies and recommendation of policies and procedures. May exercise lead work over lower-level clerical staff.

ESSENTIAL FUNCTIONS:

Typical duties may include, but are not limited to, the following:

- Processes purchase requisitions, competitive quotes, various contracts and bids; reviews incoming requisitions for departmental authorization, appropriateness of requested items or service and verifies availability of funds.
- Maintain contact and negotiate prices, terms and delivery with vendors; keep informed of new products, develop new sources of supplies; evaluate vendor performances.
- Resolve accounting and receiving discrepancies; process claims with vendors for damaged materials; obtain materials; obtain credit where appropriate.
- Confer with authorized personnel to obtain purchasing needs and specifications.
- Maintain information on new products and market conditions and trends.
- Solicit annual maintenance agreements and blanket order renewals with vendors.
- Analyze bids received, compare specifications and prices, review market trends. Make value analysis and recommendations of award of order.
- Prepare written bid specifications based on equipment, services or supplies as requested in accordance with Purchasing policies and procedures.
- Coordinate in negotiating major contract items, conditions and language changes with vendors.
- Perform market, total life cycle cost, value, price and complete cost analysis in formulating purchasing forecasts and recommendations for purchasing of

services.

- Assists City personnel in determining purchasing needs; provides information regarding purchasing procedures; and availability of materials/equipment, supplies and services.
- Assist in the disposition of surplus property and equipment.
- Develop bid specifications.
- Research and evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Establish and maintain cooperative relationships with departmental representatives and vendors.
- Interpret and explain City purchasing policies and procedures. Properly interpret and make purchasing decisions in accordance with laws, rules and policies.
- Understand accounting, budgeting and accounts payable practices and procedures.
- Operate a variety of office equipment including a computer and applicable software applications.
- Plan in advance and prepare for economic changes such as scarcity of materials, product reliability, delivery capability, competitive pricing and inflation.
- Maintain liaison with vendors on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.
- Employee must perform any other tasks deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, or other materials weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Purchasing methods and procedures and techniques of specification writing. Public Contract Code and legal requirements of public purchasing.
- Federal, State and Municipal purchasing laws, regulations and procedures. Governmental budgeting and accounting procedures and practices.
- Economic trends and their effects on purchasing.
- Methods and techniques utilized in grading and analyzing the quality of supplies, materials and equipment.
- Computers, standard software programs, and specific financial and purchasing software systems.

Experience:

Buyer I – Two (2) years of office support experience with at least one (1) year of professional purchasing experience; or an equivalent combination of education, training and experience.

Buyer II - Three (3) years of experience in volume purchasing of a variety of general and specialized items.

Education:

Buyer I – Possess a high school diploma or equivalent.

Buyer II – Equivalent to a Bachelor's Degree from an accredited college or university with major study in purchasing, business administration, marketing or a related field; or an equivalent combination of education, training, and experience.

Licenses/Certifications: Possession of, and continuously through employment, a valid, California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

**CITY OF FONTANA
CITY HALL BARGAINING UNIT
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	Hourly Monthly Annual
Account Clerk I	CH01	\$19.69 \$3,412.94 \$40,955.20	\$20.68 \$3,584.54 \$43,014.40	\$21.72 \$3,764.80 \$45,177.60	\$22.81 \$3,953.74 \$47,444.80	\$23.96 \$4,153.07 \$49,836.80	
Account Clerk II	CH02	\$21.31 \$3,693.74 \$44,324.80	\$22.38 \$3,879.20 \$46,550.40	\$23.50 \$4,073.34 \$48,880.00	\$24.68 \$4,277.87 \$51,334.40	\$25.92 \$4,492.80 \$53,913.60	
Accountant I	CH03	\$30.66 \$5,314.40 \$63,772.80	\$32.20 \$5,581.34 \$66,976.00	\$33.81 \$5,860.40 \$70,324.80	\$35.51 \$6,155.07 \$73,860.80	\$37.29 \$6,463.60 \$77,563.20	
Accountant II	CH04	\$34.06 \$5,903.74 \$70,844.80	\$35.77 \$6,200.14 \$74,401.60	\$37.56 \$6,510.40 \$78,124.80	\$39.44 \$6,836.27 \$82,035.20	\$41.42 \$7,179.47 \$86,153.60	
Accounting Technician	CH05	\$28.60 \$4,957.34 \$59,488.00	\$30.03 \$5,205.20 \$62,462.40	\$31.54 \$5,466.94 \$65,603.20	\$33.12 \$5,740.80 \$68,889.60	\$34.78 \$6,028.54 \$72,342.40	
Administrative Aide	CH06	\$21.44 \$3,716.27 \$44,595.20	\$22.52 \$3,903.47 \$46,841.60	\$23.65 \$4,099.34 \$49,192.00	\$24.84 \$4,305.60 \$51,667.20	\$26.09 \$4,522.27 \$54,267.20	
Administrative Analyst I	CH07	\$32.57 \$5,645.47 \$67,745.60	\$34.20 \$5,928.00 \$71,136.00	\$35.91 \$6,224.40 \$74,692.80	\$37.71 \$6,536.40 \$78,436.80	\$39.60 \$6,864.00 \$82,368.00	
Administrative Analyst II	CH08	\$36.07 \$6,252.14 \$75,025.60	\$37.88 \$6,565.87 \$78,790.40	\$39.78 \$6,895.20 \$82,742.40	\$41.77 \$7,240.14 \$86,881.60	\$43.86 \$7,602.40 \$91,228.80	
Administrative Assistant	CH09	\$26.95 \$4,671.34 \$56,056.00	\$28.30 \$4,905.34 \$58,864.00	\$29.72 \$5,151.47 \$61,817.60	\$31.21 \$5,409.74 \$64,916.80	\$32.78 \$5,681.87 \$68,182.40	
Administrative Clerk I	CH10	\$18.00 \$3,120.00 \$37,440.00	\$18.90 \$3,276.00 \$39,312.00	\$19.85 \$3,440.67 \$41,288.00	\$20.85 \$3,614.00 \$43,368.00	\$21.90 \$3,796.00 \$45,552.00	
Administrative Clerk II	CH11	\$19.87 \$3,444.14 \$41,329.60	\$20.87 \$3,617.47 \$43,409.60	\$21.92 \$3,799.47 \$45,593.60	\$23.02 \$3,990.14 \$47,881.60	\$24.18 \$4,191.20 \$50,294.40	
Administrative Technician	CH12	\$24.15 \$4,186.00 \$50,232.00	\$25.36 \$4,395.74 \$52,748.80	\$26.63 \$4,615.87 \$55,390.40	\$27.97 \$4,848.14 \$58,177.60	\$29.37 \$5,090.80 \$61,089.60	
Aquatics Coordinator	CH13	\$27.35 \$4,740.67 \$56,888.00	\$28.72 \$4,978.14 \$59,737.60	\$30.16 \$5,227.74 \$62,732.80	\$31.67 \$5,489.47 \$65,873.60	\$33.26 \$5,765.07 \$69,180.80	

**CITY OF FONTANA
CITY HALL BARGAINING UNIT
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Arborist	CH14	\$31.90	\$33.50	\$35.18	\$36.94	\$38.79	Hourly
		\$5,529.34	\$5,806.67	\$6,097.87	\$6,402.94	\$6,723.60	Monthly
		\$66,352.00	\$69,680.00	\$73,174.40	\$76,835.20	\$80,683.20	Annual
Assistant Engineer	CH14	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84	
		\$6,820.67	\$7,162.14	\$7,520.94	\$7,897.07	\$8,292.27	
		\$81,848.00	\$85,945.60	\$90,251.20	\$94,764.80	\$99,507.20	
Assistant Park Planner	CH15	\$34.06	\$35.77	\$37.56	\$39.44	\$41.42	
		\$5,903.74	\$6,200.14	\$6,510.40	\$6,836.27	\$7,179.47	
		\$70,844.80	\$74,401.60	\$78,124.80	\$82,035.20	\$86,153.60	
Assistant Planner	CH16	\$34.06	\$35.77	\$37.56	\$39.44	\$41.42	
		\$5,903.74	\$6,200.14	\$6,510.40	\$6,836.27	\$7,179.47	
		\$70,844.80	\$74,401.60	\$78,124.80	\$82,035.20	\$86,153.60	
Associate Engineer	CH17	\$43.25	\$45.42	\$47.70	\$50.09	\$52.60	
		\$7,496.67	\$7,872.80	\$8,268.00	\$8,682.27	\$9,117.34	
		\$89,960.00	\$94,473.60	\$99,216.00	\$104,187.20	\$109,408.00	
Associate Planner	CH18	\$37.42	\$39.30	\$41.27	\$43.34	\$45.51	
		\$6,486.14	\$6,812.00	\$7,153.47	\$7,512.27	\$7,888.40	
		\$77,833.60	\$81,744.00	\$85,841.60	\$90,147.20	\$94,660.80	
Building Inspector I	CH19	\$29.31	\$30.78	\$32.32	\$33.94	\$35.64	
		\$5,080.40	\$5,335.20	\$5,602.14	\$5,882.94	\$6,177.60	
		\$60,964.80	\$64,022.40	\$67,225.60	\$70,595.20	\$74,131.20	
Building Inspector II	CH20	\$32.24	\$33.86	\$35.56	\$37.34	\$39.21	
		\$5,588.27	\$5,869.07	\$6,163.74	\$6,472.27	\$6,796.40	
		\$67,059.20	\$70,428.80	\$73,964.80	\$77,667.20	\$81,556.80	
Building Permit Technician	CH21	\$29.31	\$30.78	\$32.32	\$33.94	\$35.64	
		\$5,080.40	\$5,335.20	\$5,602.14	\$5,882.94	\$6,177.60	
		\$60,964.80	\$64,022.40	\$67,225.60	\$70,595.20	\$74,131.20	
(IT) Business Analyst I	CH42	\$32.89	\$34.54	\$36.27	\$38.09	\$40.00	
		\$5,700.94	\$5,986.94	\$6,286.80	\$6,602.27	\$6,933.34	
		\$68,411.20	\$71,843.20	\$75,441.60	\$79,227.20	\$83,200.00	
Business License Technician	CH22	\$24.15	\$25.36	\$26.63	\$27.97	\$29.37	
		\$4,186.00	\$4,395.74	\$4,615.87	\$4,848.14	\$5,090.80	
		\$50,232.00	\$52,748.80	\$55,390.40	\$58,177.60	\$61,089.60	
Buyer I	CH23	\$24.53	\$25.76	\$27.05	\$28.41	\$29.84	
		\$4,251.87	\$4,465.07	\$4,688.67	\$4,924.40	\$5,172.27	
		\$51,022.40	\$53,580.80	\$56,264.00	\$59,092.80	\$62,067.20	
Buyer II	CH78	\$27.71	\$29.10	\$30.56	\$32.09	\$33.70	
		\$4,803.07	\$5,044.00	\$5,297.07	\$5,562.27	\$5,841.34	
		\$57,636.80	\$60,528.00	\$63,564.80	\$66,747.20	\$70,096.00	

**CITY OF FONTANA
CITY HALL BARGAINING UNIT
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
Effective 10/26/2022**

TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Cable Production Specialist	CH24	\$28.87	\$30.32	\$31.84	\$33.44	\$35.12	Hourly Monthly Annual
		\$5,004.14	\$5,255.47	\$5,518.94	\$5,796.27	\$6,087.47	
		\$60,049.60	\$63,065.60	\$66,227.20	\$69,555.20	\$73,049.60	
Cable Television Operations Asst.	CH25	\$22.63	\$23.77	\$24.96	\$26.21	\$27.53	
		\$3,922.54	\$4,120.14	\$4,326.40	\$4,543.07	\$4,771.87	
		\$47,070.40	\$49,441.60	\$51,916.80	\$54,516.80	\$57,262.40	
Cashier	CH26	\$15.92	\$16.72	\$17.56	\$18.44	\$19.37	
		\$2,759.47	\$2,898.14	\$3,043.74	\$3,196.27	\$3,357.47	
		\$33,113.60	\$34,777.60	\$36,524.80	\$38,355.20	\$40,289.60	
Clerical Aide	CH27	\$15.92	\$16.72	\$17.56	\$18.44	\$19.37	
		\$2,759.47	\$2,898.14	\$3,043.74	\$3,196.27	\$3,357.47	
		\$33,113.60	\$34,777.60	\$36,524.80	\$38,355.20	\$40,289.60	
Code Compliance Technician	CH28	\$23.30	\$24.47	\$25.70	\$26.99	\$28.34	
		\$4,038.67	\$4,241.47	\$4,454.67	\$4,678.27	\$4,912.27	
		\$48,464.00	\$50,897.60	\$53,456.00	\$56,139.20	\$58,947.20	
Code Compliance Inspector	CH29	\$32.24	\$33.86	\$35.56	\$37.34	\$39.21	
		\$5,588.27	\$5,869.07	\$6,163.74	\$6,472.27	\$6,796.40	
		\$67,059.20	\$70,428.80	\$73,964.80	\$77,667.20	\$81,556.80	
Community Services Coordinator	CH30	\$27.35	\$28.72	\$30.16	\$31.67	\$33.26	
		\$4,740.67	\$4,978.14	\$5,227.74	\$5,489.47	\$5,765.07	
		\$56,888.00	\$59,737.60	\$62,732.80	\$65,873.60	\$69,180.80	
(IT) Desktop Systems Specialist	CH77	\$32.89	\$34.54	\$36.27	\$38.09	\$40.00	
		\$5,700.94	\$5,986.94	\$6,286.80	\$6,602.27	\$6,933.34	
		\$68,411.20	\$71,843.20	\$75,441.60	\$79,227.20	\$83,200.00	
Development Services Permit Aide	CH31	\$21.73	\$22.82	\$23.97	\$25.17	\$26.43	
		\$3,766.54	\$3,955.47	\$4,154.80	\$4,362.80	\$4,581.20	
		\$45,198.40	\$47,465.60	\$49,857.60	\$52,353.60	\$54,974.40	
Development Services Representative	CH32	\$22.85	\$24.00	\$25.20	\$26.46	\$27.79	
		\$3,960.67	\$4,160.00	\$4,368.00	\$4,586.40	\$4,816.94	
		\$47,528.00	\$49,920.00	\$52,416.00	\$55,036.80	\$57,803.20	
Engineering Technician I	CH33	\$29.20	\$30.66	\$32.20	\$33.81	\$35.51	
		\$5,061.34	\$5,314.40	\$5,581.34	\$5,860.40	\$6,155.07	
		\$60,736.00	\$63,772.80	\$66,976.00	\$70,324.80	\$73,860.80	
Engineering Technician II	CH34	\$35.10	\$36.86	\$38.71	\$40.65	\$42.69	
		\$6,084.00	\$6,389.07	\$6,709.74	\$7,046.00	\$7,399.60	
		\$73,008.00	\$76,668.80	\$80,516.80	\$84,552.00	\$88,795.20	
Environmental Control Assistant	CH35	\$20.38	\$21.40	\$22.47	\$23.60	\$24.78	
		\$3,532.54	\$3,709.34	\$3,894.80	\$4,090.67	\$4,295.20	
		\$42,390.40	\$44,512.00	\$46,737.60	\$49,088.00	\$51,542.40	

**CITY OF FONTANA
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HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
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TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Environmental Control Specialist	CH36	\$31.90	\$33.50	\$35.18	\$36.94	\$38.79	Hourly
		\$5,529.34	\$5,806.67	\$6,097.87	\$6,402.94	\$6,723.60	Monthly
		\$66,352.00	\$69,680.00	\$73,174.40	\$76,835.20	\$80,683.20	Annual
Environmental Control Technician	CH37	\$27.06	\$28.42	\$29.85	\$31.35	\$32.92	
		\$4,690.40	\$4,926.14	\$5,174.00	\$5,434.00	\$5,706.14	
		\$56,284.80	\$59,113.60	\$62,088.00	\$65,208.00	\$68,473.60	
Environmental Control Trainee	CH38	\$15.92	\$16.72	\$17.56	\$18.44	\$19.37	
		\$2,759.47	\$2,898.14	\$3,043.74	\$3,196.27	\$3,357.47	
		\$33,113.60	\$34,777.60	\$36,524.80	\$38,355.20	\$40,289.60	
(IT) GIS Analyst	CH43	\$32.89	\$34.54	\$36.27	\$38.09	\$40.00	
		\$5,700.94	\$5,986.94	\$6,286.80	\$6,602.27	\$6,933.34	
		\$68,411.20	\$71,843.20	\$75,441.60	\$79,227.20	\$83,200.00	
GIS Engineering Technician	CH39	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84	
		\$6,820.67	\$7,162.14	\$7,520.94	\$7,897.07	\$8,292.27	
		\$81,848.00	\$85,945.60	\$90,251.20	\$94,764.80	\$99,507.20	
(IT) GIS Technician	CH40	\$27.92	\$29.32	\$30.79	\$32.33	\$33.95	
		\$4,839.47	\$5,082.14	\$5,336.94	\$5,603.87	\$5,884.67	
		\$58,073.60	\$60,985.60	\$64,043.20	\$67,246.40	\$70,616.00	
Housing Technician	CH41	\$26.81	\$28.16	\$29.57	\$31.05	\$32.61	
		\$4,647.07	\$4,881.07	\$5,125.47	\$5,382.00	\$5,652.40	
		\$55,764.80	\$58,572.80	\$61,505.60	\$64,584.00	\$67,828.80	
Landscape Inspector	CH47	\$29.20	\$30.66	\$32.20	\$33.81	\$35.51	
		\$5,061.34	\$5,314.40	\$5,581.34	\$5,860.40	\$6,155.07	
		\$60,736.00	\$63,772.80	\$66,976.00	\$70,324.80	\$73,860.80	
Landscape Technician I	CH48	\$29.20	\$30.66	\$32.20	\$33.81	\$35.51	
		\$5,061.34	\$5,314.40	\$5,581.34	\$5,860.40	\$6,155.07	
		\$60,736.00	\$63,772.80	\$66,976.00	\$70,324.80	\$73,860.80	
Landscape Technician II	CH49	\$32.24	\$33.86	\$35.56	\$37.34	\$39.21	
		\$5,588.27	\$5,869.07	\$6,163.74	\$6,472.27	\$6,796.40	
		\$67,059.20	\$70,428.80	\$73,964.80	\$77,667.20	\$81,556.80	
Marketing Communications Specialist	CH50	\$30.05	\$31.56	\$33.14	\$34.80	\$36.54	
		\$5,208.67	\$5,470.40	\$5,744.27	\$6,032.00	\$6,333.60	
		\$62,504.00	\$65,644.80	\$68,931.20	\$72,384.00	\$76,003.20	
Marketing Communications Assistant	CH51	\$22.63	\$23.77	\$24.96	\$26.21	\$27.53	
		\$3,922.54	\$4,120.14	\$4,326.40	\$4,543.07	\$4,771.87	
		\$47,070.40	\$49,441.60	\$51,916.80	\$54,516.80	\$57,262.40	
Plan Check Engineer I	CH52	\$32.89	\$34.54	\$36.27	\$38.09	\$40.00	
		\$5,700.94	\$5,986.94	\$6,286.80	\$6,602.27	\$6,933.34	
		\$68,411.20	\$71,843.20	\$75,441.60	\$79,227.20	\$83,200.00	

**CITY OF FONTANA
CITY HALL BARGAINING UNIT
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
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TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Plan Check Engineer II	CH53	\$36.17	\$37.98	\$39.88	\$41.88	\$43.98	Hourly
		\$6,269.47	\$6,583.20	\$6,912.54	\$7,259.20	\$7,623.20	Monthly
		\$75,233.60	\$78,998.40	\$82,950.40	\$87,110.40	\$91,478.40	Annual
Planning Compliance Technician	CH54	\$29.20	\$30.66	\$32.20	\$33.81	\$35.51	
		\$5,061.34	\$5,314.40	\$5,581.34	\$5,860.40	\$6,155.07	
		\$60,736.00	\$63,772.80	\$66,976.00	\$70,324.80	\$73,860.80	
Planning Inspector	CH55	\$32.24	\$33.86	\$35.56	\$37.34	\$39.21	
		\$5,588.27	\$5,869.07	\$6,163.74	\$6,472.27	\$6,796.40	
		\$67,059.20	\$70,428.80	\$73,964.80	\$77,667.20	\$81,556.80	
Planning Technician	CH56	\$28.31	\$29.73	\$31.22	\$32.79	\$34.43	
		\$4,907.07	\$5,153.20	\$5,411.47	\$5,683.60	\$5,967.87	
		\$58,884.80	\$61,838.40	\$64,937.60	\$68,203.20	\$71,614.40	
Plans Examiner I	CH57	\$34.91	\$36.66	\$38.50	\$40.43	\$42.46	
		\$6,051.07	\$6,354.40	\$6,673.34	\$7,007.87	\$7,359.74	
		\$72,612.80	\$76,252.80	\$80,080.00	\$84,094.40	\$88,316.80	
Plans Examiner II	CH58	\$38.39	\$40.31	\$42.33	\$44.45	\$46.68	
		\$6,654.27	\$6,987.07	\$7,337.20	\$7,704.67	\$8,091.20	
		\$79,851.20	\$83,844.80	\$88,046.40	\$92,456.00	\$97,094.40	
Production Coordinator	CH59	\$32.24	\$33.86	\$35.56	\$37.34	\$39.21	
		\$5,588.27	\$5,869.07	\$6,163.74	\$6,472.27	\$6,796.40	
		\$67,059.20	\$70,428.80	\$73,964.80	\$77,667.20	\$81,556.80	
Project Coordinator	CH60	\$39.56	\$41.54	\$43.62	\$45.81	\$48.11	
		\$6,857.07	\$7,200.27	\$7,560.80	\$7,940.40	\$8,339.07	
		\$82,284.80	\$86,403.20	\$90,729.60	\$95,284.80	\$100,068.80	
Project Specialist	CH61	\$37.42	\$39.30	\$41.27	\$43.34	\$45.51	
		\$6,486.14	\$6,812.00	\$7,153.47	\$7,512.27	\$7,888.40	
		\$77,833.60	\$81,744.00	\$85,841.60	\$90,147.20	\$94,660.80	
(IT) Public Safety Systems Specialist	CH62	\$36.07	\$37.88	\$39.78	\$41.77	\$43.86	
		\$6,252.14	\$6,565.87	\$6,895.20	\$7,240.14	\$7,602.40	
		\$75,025.60	\$78,790.40	\$82,742.40	\$86,881.60	\$91,228.80	
Public Works Inspector	CH63	\$32.39	\$34.01	\$35.72	\$37.51	\$39.39	
		\$5,614.27	\$5,895.07	\$6,191.47	\$6,501.74	\$6,827.60	
		\$67,371.20	\$70,740.80	\$74,297.60	\$78,020.80	\$81,931.20	
Secretary	CH64	\$21.73	\$22.82	\$23.97	\$25.17	\$26.43	
		\$3,766.54	\$3,955.47	\$4,154.80	\$4,362.80	\$4,581.20	
		\$45,198.40	\$47,465.60	\$49,857.60	\$52,353.60	\$54,974.40	
Senior Administrative Aide	CH76	\$29.44	\$30.92	\$32.47	\$34.10	\$35.81	
		\$5,102.94	\$5,359.47	\$5,628.14	\$5,910.67	\$6,207.07	
		\$61,235.20	\$64,313.60	\$67,537.60	\$70,928.00	\$74,484.80	

**CITY OF FONTANA
CITY HALL BARGAINING UNIT
HOURLY/MONTHLY/ANNUAL PAY SCHEDULE
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TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Senior Building Inspector	CH65	\$35.43	\$37.21	\$39.08	\$41.04	\$43.10	Hourly
		\$6,141.20	\$6,449.74	\$6,773.87	\$7,113.60	\$7,470.67	Monthly
		\$73,694.40	\$77,396.80	\$81,286.40	\$85,363.20	\$89,648.00	Annual
Senior Code Enforcement Inspector	CH66	\$35.43	\$37.21	\$39.08	\$41.04	\$43.10	
		\$6,141.20	\$6,449.74	\$6,773.87	\$7,113.60	\$7,470.67	
		\$73,694.40	\$77,396.80	\$81,286.40	\$85,363.20	\$89,648.00	
Senior Environmental Control Technician	CH67	\$29.77	\$31.26	\$32.83	\$34.48	\$36.21	
		\$5,160.14	\$5,418.40	\$5,690.54	\$5,976.54	\$6,276.40	
		\$61,921.60	\$65,020.80	\$68,286.40	\$71,718.40	\$75,316.80	
Senior Plans Examiner	CH68	\$42.40	\$44.52	\$46.75	\$49.09	\$51.55	
		\$7,349.34	\$7,716.80	\$8,103.34	\$8,508.94	\$8,935.34	
		\$88,192.00	\$92,601.60	\$97,240.00	\$102,107.20	\$107,224.00	
Senior Public Works Inspector	CH69	\$39.74	\$41.73	\$43.82	\$46.02	\$48.33	
		\$6,888.27	\$7,233.20	\$7,595.47	\$7,976.80	\$8,377.20	
		\$82,659.20	\$86,798.40	\$91,145.60	\$95,721.60	\$100,526.40	
(IT) Senior Technician	CH44	\$30.66	\$32.20	\$33.81	\$35.51	\$37.29	
		\$5,314.40	\$5,581.34	\$5,860.40	\$6,155.07	\$6,463.60	
		\$63,772.80	\$66,976.00	\$70,324.80	\$73,860.80	\$77,563.20	
Senior Traffic Signal Maintenance Technician	CH70	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84	
		\$6,820.67	\$7,162.14	\$7,520.94	\$7,897.07	\$8,292.27	
		\$81,848.00	\$85,945.60	\$90,251.20	\$94,764.80	\$99,507.20	
(IT) Technician I	CH45	\$23.30	\$24.47	\$25.70	\$26.99	\$28.34	
		\$4,038.67	\$4,241.47	\$4,454.67	\$4,678.27	\$4,912.27	
		\$48,464.00	\$50,897.60	\$53,456.00	\$56,139.20	\$58,947.20	
(IT) Technician II	CH46	\$26.53	\$27.86	\$29.26	\$30.73	\$32.27	
		\$4,598.54	\$4,829.07	\$5,071.74	\$5,326.54	\$5,593.47	
		\$55,182.40	\$57,948.80	\$60,860.80	\$63,918.40	\$67,121.60	
(IT) Software Support Technician	CH71	\$29.64	\$31.13	\$32.69	\$34.33	\$36.05	
		\$5,137.60	\$5,395.87	\$5,666.27	\$5,950.54	\$6,248.67	
		\$61,651.20	\$64,750.40	\$67,995.20	\$71,406.40	\$74,984.00	
(IT) Telecommunications Specialist	CH72	\$34.91	\$36.66	\$38.50	\$40.43	\$42.46	
		\$6,051.07	\$6,354.40	\$6,673.34	\$7,007.87	\$7,359.74	
		\$72,612.80	\$76,252.80	\$80,080.00	\$84,094.40	\$88,316.80	
Traffic Engineering Technician	CH74	\$35.10	\$36.86	\$38.71	\$40.65	\$42.69	
		\$6,084.00	\$6,389.07	\$6,709.74	\$7,046.00	\$7,399.60	
		\$73,008.00	\$76,668.80	\$80,516.80	\$84,552.00	\$88,795.20	
Traffic Signal Maintenance Technician I	CH73	\$31.90	\$33.50	\$35.18	\$36.94	\$38.79	
		\$5,529.34	\$5,806.67	\$6,097.87	\$6,402.94	\$6,723.60	
		\$66,352.00	\$69,680.00	\$73,174.40	\$76,835.20	\$80,683.20	

CITY OF FONTANA
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TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Traffic Signal Maintenance Technician II	CH75	\$35.10	\$36.86	\$38.71	\$40.65	\$42.69	Hourly
		\$6,084.00	\$6,389.07	\$6,709.74	\$7,046.00	\$7,399.60	Monthly
		\$73,008.00	\$76,668.80	\$80,516.80	\$84,552.00	\$88,795.20	Annual