# Compensation Plan

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# City of Palo Alto

# Limited Hourly Employees

**Effective Pay Period Including**
**August 11, 2014-June 30, 2017**

# COMPENSATION PLAN
# CITY OF PALO ALTO

## Limited Hourly Employees

## SECTION I. DEFINITIONS

At-Will Employment: Employee or Employer may terminate employment at any time with or without notice or cause.

Limited Hourly Employee: An "At-Will" employee working full time or part time on a temporary basis (Intermittent), employees who work on an on-call basis or an employee working hours up to six consecutive months in support of a specified seasonal program such as summer camps or Internships (Seasonal). Limited Hourly Employees work less than 1000 hours per fiscal year unless otherwise authorized as provided in Section V of this Plan.

PERS-Retiree: An individual that has retired from the Public Service System and returns to work on an intermittent or seasonal basis in a Limited Hourly classification not to exceed 960 hours within a fiscal year. Hiring of PERS retirees and work assignments for such employees must comply with PERS rules and regulations for such employment.

Intern: An individual who has earned or completed course work toward an Associate Bachelor's or Master's Degree and offers his or her services for a limited and specific period of time in exchange for gaining actual work experience. Internships may be paid or unpaid depending on the assignment and budget of the requesting department. Summer internships typically consist of 6-12 week assignments between June and September. Assignments for interns working during the school year may be for the entire duration of a course or semester.

PERS-Exempt Employee: An employee working full-time or part-time with no established career path or promotional ladder and the position is funded through capital improvement, one time projects or temporary accounts. Employment is expected to end at the conclusion of the project and at no time shall employment exceed five consecutive years. PERS exempt designation is subject to Human Resources Department approval.

## SECTION II. EMPLOYMENT REQUIREMENTS AND DOCUMENTATION

All hourly appointments require preauthorization and approvals by designated Management personnel. No limited hourly or seasonal employee shall be assigned to regular employment

for the duration of the hourly assignment.

Release of Information
The City will only release information to creditors or other persons upon prior identification of the inquirer and acceptable reasons for the inquiry. Information given from personnel files is limited to verification of employment, length of employment and verification and disclosure of salary range information unless otherwise required by law.

## SECTION III. SALARY AND CLASSIFICATIONS

It is the intent of the City of Palo Alto to compensate Limited Hourly Employees at a rate of pay similar to that of regular employees performing like work.

Classifications
Limited Hourly Employees are to be hired within the classifications framework, as presented in the Attachment A, that is closest to a corresponding regular classification in both level of work performed and rate of pay. This compensation plan applies only to Limited Hourly Employees not those included in the SEIU Hourly Unit.

In the event a Limited Hourly Employee is required to assume duties significantly above or below the level of those originally required when first hired, for a period of more than one pay period, the employee is to be reclassified into a new classification and into a higher or lower pay rate that most adequately corresponds to the new duties.

## SECTION IV. SPECIAL COMPENSATION

A. Holiday Pay
Limited Hourly Employees are eligible to receive holiday pay only when they work 80 or more hours during the pay period in which the holidays fall. Number of hours of holiday pay is determined by the number of hours regularly scheduled on the day on which the holiday falls (i.e. 8, 9, 10).

B. Paid Leaves
Limited Hourly Employees are not eligible for any paid leaves beyond those required by law.

Other Leaves
Limited Hourly Employees may be granted unpaid leaves of absence in cases of personal emergency, or when such absences would not be contrary to the best interest of the City

and comply with City policies and procedures.

Family leave will be granted in accordance with applicable State and Federal laws.

Time off with pay to vote in any general or direct primary election shall be requested by the employee and granted by the City as provided in the State of California Elections Code.

C. Overtime Pay

Unless designated by the Director of Human Resources as exempt from the provisions of the Fair Labor Standards Act, all classifications of hourly employees are eligible for overtime pay at time and one-half when required to work more than 40 hours in a week (for example: 8 hours/five day week; 9 hours/four and one-half day week or other pre-determined and pre-approved work schedule) or on an official City holiday.

D. Retirement

1. Part Time, Seasonal, Temporary ("PST") Retirement Plan. All Limited Hourly Employees are required to contribute 7.5% of salary each pay period to the alternative PTS Retirement Plan (instead of contributions toward Social Security), except as described in section D(2) below. Contributions toward Medicare (1.45%) will also be deducted. Contribution and earning toward the PST Retirement Plan is not subject to Federal and State income taxes and are deferred until termination of employment with the City of Palo Alto.

The PST retirement plan is currently administered by Public Agency Retirement Services ("PARS").Contributions to the PTS Retirement Plan, in addition to any interest earned, will be refunded upon termination by request, if the request falls within the policy of the PTS Retirement Plan or may be kept in the Public Agency Retirement System (PARS) account if the Limited Hourly Employee elects this option.

2. California Public Employees' Retirement System ("PERS"). PERS annuitants are excluded from participation in the P.S.T. Retirement Plan. Limited Hourly employees who have previously participated in and remain members in the California Public Employee Retirement System ("PERS") or are otherwise required by law to be enrolled in CalPERS shall participate in P.E.R.S. to the extent required by law, in lieu of participation in the P.S.T. Retirement Plan. Enrollment in CalPERS will be completed consistent with CalPERS rules and regulations.Participation in CalPERS shall be under the retirement formula in effect at the time the employee is hired into the Hourly Bargaining Unit unless otherwise required by law. Employees enrolled in the PERS retirement system shall pay the full amount of the applicable employee contribution required by CalPERS for the PERS formula

in which the employee is enrolled, as may be changed by CalPERS from time to time. Current contributions are as follows:

a. 2.7% at 55 Formula: eight percent (8%)
b. 2% at 60 Formula: seven percent (7%)
c. 2% at 62 Formula: contribution required by the Public Employees' Pension Reform Act, calculated at fifty percent (50%) of the normal cost.

## SECTION V. TERM OF EMPLOYMENT

A. Limited Hourly Classifications

The maximum employment term for limited hourly employees shall be less than 1000 hours during any fiscal year unless otherwise approved as provided in section V(B). The maximum hours for a retired PERS employee is 960 hours in a fiscal year. Limited Hourly Employees are "At-Will "employees and may be terminated at any time without right of appeal.

Limited Hourly employment will not affect the probationary period or the service hire date of regular classified employment.

B. Extension of Limited Hourly Employment.

The City Manager may authorize a Limited Hourly Employee to work more than 1000 hours per fiscal year; subject to all applicable rules and regulations. Such authorization, along with a statement of the anticipated duration shall be provided in writing to Human Resources in advance of the extension of limited hourly employment. The duration of the employment assignment shall be reviewed every six months to ensure appropriateness of extension and ability to fund the extension within a department's allocated hourly budget.

## SECTION VI. PERFORMANCE REVIEWS AND SALARY INCREASES

A. Performance Reviews

1. Limited Hourly Employees that demonstrate continued development and efficient and effective service reflected in their performance appraisal may be eligible to receive a salary step increase after one year date of hire and annually thereafter. Subsequent salary reviews are based on performance appraisals and will depend upon demonstrated satisfactory job performance and will not occur more than twice annually.

2. Performance Reviews are a tool to recognize and develop employees. Performance Reviews evaluate and document past performance and may provide development

plans that will assist employees to realize their full potential. Performance Reviews should be completed on the Limited Hourly Employee Performance Review Form or other form designated by Human Resources.

B. Salary Increases - General

1. A salary increase is based upon an appraisal of the hourly employee's job performance and such appraisal must be submitted with the salary request. A Limited Hourly Employee must receive a meets requirements rating in order to be considered for a salary increase.

2. The maximum number of salary increases a Limited Hourly Employee may receive in any one twelve-month working period is limited to two (2), regardless of total number of hours accumulated.

C. Exceptional Leadership Ability and Job Performance

Upon written justification and departmental and Human Resources Department approval, a Limited Hourly Employee who demonstrates EXCEPTIONAL leadership ability and job performance may be given a merit raise, if he/she displays outstanding job performance. Such exceptional leadership must be documented on a designated performance appraisal form. For those positions with salary steps, salary increases may not exceed the steps set forth in approved salary schedules.

## SECTION VII. WORK SCHEDULES AND UNIFORMS

A. Work Week and Work Day

1. The standard workday for limited hourly employees shall be eight hours to be worked within a maximum of nine hours (five-day work week) or ten hours to be worked within a maximum of eleven (four-day work week) or nine hours to be worked within a maximum of ten for four days with a fifth day of four hours (four and one-half day work week); or, within a fourteen-day period (9/80 plan with forty-hour work weeks), or any other schedule that results in a 40-hour work week, or fits within the parameters of an FLSA 2080 Plan. The “9/80 Plan” may not be used in any application that requires entitlement to FLSA overtime for working the regular work week. With the exception of the “9/80 Plan” as described above, the standard work week shall be forty hours to be worked within five consecutive days. Work schedules shall be determined by departments based on business requirements.

B. Uniforms

1. When uniforms are required by the City of Palo Alto to be worn by the employee as a condition of employment, such uniforms will be provided by the City of Palo Alto.

## SECTION VIII. LIMITED HOURLY CLASSIFICATIONS

Limited Hourly Classifications are reflected on Appendix A of this document.

## SECTION IX. MANAGEMENT RIGHTS

Subject to State law and the provisions of the City of Palo Alto Employer-Employee Relations Resolution, the rights of the City through its Council and Management include, but are not limited to: the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection from employment and promotion; establish and enforce dress and grooming standards; direct its employees; determine the methods and means to relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content and intent of job classifications; determine methods of financing; determine style and/or types of City-issued wearing apparel, equipment or technology to be used; determine and/or change the facilities, methods, technology, means, organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted; determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including but not limited to, the right to contract for or subcontract any work or operation of the City; to assign work to and schedule employees in accordance with requirements as determined by the City and assignments upon reasonable notice; establish and modify productivity and performance programs and standards including, but not limited to, quality, and quantity standards; and to require compliance therewith, take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Appendix A

## Limited Hourly Employee Job Classifications

**Administrative Specialist I**
Performs administrative work that requires advanced skills or knowledge in support of a department/division or program.

**Administrative Specialist II**
Performs more complex administrative work that requires advance skills or knowledge in specialized software programs and data analysis in specialized areas in support of a department/division or program. Two years of experience equivalent to that of an Administrative Specialist I.

**Assistant Park Ranger**
Positions requiring at least 2 years of experience and specialized skills or advanced certificates for First Aid, CPR, and heavy equipment operation. Prior experience as an open space technician or park aide is essential.

**Building Serviceperson**
Under limited supervision, performs custodial duties and other related work as required to maintain City buildings and facilities in a clean and orderly condition. Members of this classification may be assigned to perform either public works duties or park duties. Two years of experience equivalent to that of a Custodial Assistant.

**Clerical Assistant**
Under supervision, performs routine and repetitive computer inputting and clerical tasks, and performs related work as required. May require cash handling.

**Custodial Aide**
Under close supervision, this entry-level position performs basic custodial duties as required to maintain City buildings and facilities, performs room set-ups and take-downs, and other related work.

**Custodial Assistant**
Under general supervision, performs custodial duties and other related work as required to maintain City buildings and facilities in a clean and orderly condition. Members of this classification may be assigned to perform either public works duties or parks duties.

**General Laborer – H**
Performs general manual tasks. Performs various types of manual labor as needed. Possesses knowledge of commonly-used concepts, practices, and procedures within a particular field. Performs tasks in conformance within pre-established instructions. Works under general supervision. Uses very limited independent judgment similar to that expected of an apprentice-helper level laborer, consistent with pre-established instructions. May report to a lead worker, but typically reports to a supervisor.

Requires a high school diploma or its equivalent with 1 year of related experience.
Salary to be determined – an hourly rate above $50/hour must be approved by the Director of Human Resources before the City extends an offer of employment.

**House Manager**
Facility supervisor of special events, productions, concerts, rentals – etc. Involves high public contact and customer service, including enforcement of rules and regulations. May include set-up of events.

**Instructor I**
Under general supervision, prepares classes, programs and camp curriculum, presents classes and field trips for schools and family audiences, and provides assignments to Instructor Aides and volunteers. Requires previous teaching experience. Requires prior in-depth knowledge of the disciplines to be taught. May require lifting up to 15 pounds.

**Instructor II**
Under limited supervision, prepares classes, programs and camp curriculum, presents classes and field trips for schools and family audiences, and provides assignments to Instructor Aides and volunteers. Requires at least two years of previous teaching experience. Requires prior in-depth knowledge of the disciplines to be taught. May require lifting up to 15 pounds.

**Instructor III**
Independently prepares classes, programs and camp curriculum, presents classes and field trips for schools and family audiences, and provides direction and mentoring for Instructor Is and IIs, Aides and volunteers. Serves in a leadership capacity within the department. Requires at least 4 years of teaching experience and in-depth knowledge of the disciplines to be taught. May require lifting up to 15 pounds.

**Instructor Aide**
Under general supervision, performs administrative work in support of Instructors in areas such as course preparation, classroom assistance and related activities. May require lifting up

to 15 pounds.

**Librarian**
Under supervision, assists customers with reference inquiries, provides instruction in the use of library resources and equipment; shelves materials and assists with core management or organization of materials.

Distinguishing Characteristics:

The Librarian classification is the professional entry level classification within the Library Division. The Librarian has the professional knowledge to identify, develop, interpret, and evaluate all policies, procedures, programs and services to ensure the best quality of service to public library users. It is a broad classification which covers a variety of work situations which require expertise in areas of primary responsibility, as well as in common areas such as materials selection, public library service and in computerized information systems. Significant portion of workday includes direct public contact. Work hours may include early mornings, evenings and weekends.

ESSENTIAL DUTIES:
Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs routine circulation tasks required to directly serve public, including registering and maintaining files of borrowers; interpreting customer accounts and checking in and out library materials via computerized equipment; accepting, payments for fines, bills, fees; assisting customer with inquiries regarding availability and status of items in collections, and interviewing and assisting users regarding circulation accounts and services. Refers circulation problems to circulation staff or manager.
- May conduct library programs for children and adults; conduct tours and classes.
- May conduct reference interview and analyze, interpret and answer inquiries utilizing resources in Palo Alto Libraries as well as other libraries and the community, referring unusual questions to a Senior Librarian (Librarian II) or supervisor; assist customers in use of facility including catalog, indexes, reference books and technology.
- Performs library programming, including planning, coordination, promotion and the conduct of programs; cooperates with other City departments, community and library groups with program co-sponsorship.
- Prepares displays to market the library's collection; may write regular newsletter articles, book reviews and program announcements for e-newsletters and publications; assists with social media.
- May update library web pages; update online calendars; contribute calendar items to

community organizations and data bases.

- Selects and de-selects library materials in one or more subject areas based on knowledge of budget available, collection size, analysis of community past usage patterns and other criteria; processes discarded materials.
- Assist with recruits, interviews, schedules, trains, initiates and coordinates, work of clerical, paraprofessional, temporary and/or volunteer staff as assigned.
- May collect, maintain and report statistical records for a variety of library measures.
- As directed, performs copy and original cataloging and classification efficiently utilizing online computerized cataloging system; assigns access points for materials; establishes new bibliographic computer records in accordance with recognized standards.
- Maintains specific library collections and equipment including housing, physical maintenance and arrangement.

MINIMUM QUALIFICATIONS:
Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Master's Degree in Library and Information Science or related education preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work effectively with public and co-workers in variety of circumstances. Ability to work with wide variety of people.
- Knowledge of alphabetical and numerical filing systems.
- Knowledge of the library catalog.
- Ability to work varied schedule including early mornings, evenings and weekends
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned library equipment.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:
Work in a library environment with the public, maintaining a professional appearance; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting, crouching and pushing items weighing up to 50 pounds; perform repetitive small hand and arm motions for prolonged periods of time; may travel to other library facilities; exposed to computer screens for prolonged periods of time.

**Library Clerk**
Under close general supervision performs technical and clerical tasks; assists customers with their accounts; shelves materials; performs technical and clerical tasks as assigned.

Distinguishing Characteristics

Library Clerk is a classification found in the Library Department and is distinguished by the performance of various technical and clerical duties under general supervision. Work hours may vary and include nights and weekends. Includes direct public contact. Some previous knowledge of library operations required.

ESSENTIAL DUTIES:
Essential and other important responsibilities and duties may include, but are not limited to, the following:

- May answer customers' questions.
- Checks in/out items; performs standard, holds, special handling and sorts; issues library cards.
- Works at the Accounts Desk; handles customer accounts and fines; provides computer assistance; performs shelving.
- May assist customers with library technology.
- Maintains computer files for library materials; adds, deletes and updates information.
- Data enters bibliographic data into the online library system.
- Communicates with vendors to request approved items or to ask questions; refers further communications to the supervisor.
- Accepts and unpacks deliveries and shipments of library materials; checks for accuracy; returns incorrect or damaged materials to vendors.
- Receives and invoices materials into the library's computer system.
- Performs RFID tagging Performs shelf reading.
- Assists in the setup of programs; performs program cleanup.
- Processes LINK+ items and locates items listed on hold for the library branch or on reserve for LINK+.
- Assists with special projects and programs.
- May perform mail delivery.
- Provides basic assistance to customers.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:
Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- High school diploma or equivalent and 6 months experience working in a library

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work effectively with public and co-workers in variety of circumstances. Ability to work with wide variety of people.
- Knowledge of library procedures and item shelving structure.
- Knowledge of alphabetical and numerical filing systems.
- Knowledge of a personal computer and various software applications.
- Knowledge of effective customer service.
- Ability to use the library catalog.
- Ability to perform cash handling and use a cash register.
- Ability to perform basic mathematical calculations.
- Ability to work varied schedule including mornings, evenings and weekends
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned library equipment.
- Ability to work varied schedule including early mornings, evenings, and weekends. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:
Work in a library environment with the public; maintains a professional appearance; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting, crouching and pushing items weighing up to 50 pounds; perform repetitive small hand and arm motions for prolonged periods of time; may travel to other library facilities; exposed to computer screens for prolonged periods of time.

**Library Page**
Under close supervision, shelves materials; performs routine clerical and support tasks as assigned.

Distinguishing Characteristics:

Library Page is a classification found in the Library Department and is distinguished by the performance of routine clerical duties under supervision. Work hours may vary and include nights and weekends. May include direct public contact. No previous knowledge of library operations required.

ESSENTIAL DUTIES:
Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Shifts collections; pulls or weeds items; performs sweeps.
- Returns library materials to the shelves.
- Performs RFID tagging
- Performs shelf reading.
- Assists in the setup of programs; performs program cleanup.
- Processes LINK+ and locates items listed on hold for the library branch or on reserve for Link+
- Performs general cleaning and organization of the library's areas.
- Assist with open and close procedures.
- May assist with special projects and programs.
- Performs mail delivery.
- May provide directional assistance to customers.
- Works with Automated Materials Handling machine; moving and sorting bins, and sorting returned items.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:
Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- No experience necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to work effectively with public and co-workers in variety of circumstances. Ability to work with wide variety of people.
- Knowledge of alphabetical and numerical filing systems.
- Knowledge of the library catalog.
- Ability to work varied schedule including early mornings, evenings and weekends
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned library equipment.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:
Work in a library environment with the public, maintains a professional appearance; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting, crouching and pushing items weighing up to 50 pounds; perform repetitive small hand and arm motions for prolonged periods of time; may travel to other library facilities; exposed to computer screens for prolonged periods of time.

**Maintenance Assistant**
Under general supervision, responsible for skilled and semiskilled tasks in one or more of the following areas:
Landscape and turf maintenance of parks and golf courses, including tree maintenance and turf renovation, City building and facilities, City streets, sewers, and storm drains, City vehicles and equipment. Performs related tasks as required. Requires experience with power equipment and a valid California driver's license. May require drug testing.

**Management Specialist**
May perform work associated or equal in complexity with responsible City managerial or staff position. Classification may be used for individuals involved in confidential areas involved with employee relations, labor relations, and other discreet/confidential projects. Compensation to be determined according to tasks assigned and qualifications required.

**Open Space Technician**
Under general supervision performs work assignments in Parks and Open Space areas that assist in the protection, preservation and maintenance of Palo Alto open space lands. Entry-level positions that require familiarity with power tools such as weed whips and chain saws.

**Police Reserve I**
Reserve officer who has received requisite level of training to operate in a solo capacity.

**Police Reserve II**
Reserve officer who must be accompanied by a regular sworn officer or a Police Reserve I in performance of duties.

**Print Shop Assistant**
Under supervision, provides assistance in the Print Shop in duplication, finishing work, mail distribution and other support function duties, often under tight deadlines.

**Project Construction Inspector**
Inspection of City construction projects to ensure conformance with plan and specifications,

documentation of contractor's daily activities, verification of materials and quantities used, and notification to and contact with the residents in the project area.

**Project Specialist**
Support for an administrative tasks related to City programs and projects on an ongoing basis, requiring technical and administrative skills such as scheduling, research and report writing, project development and design, ongoing project implementation and administration, and budget tracking and conformance.

**Recreation Aide**
Provides general clerical and unskilled labor/support of recreational programs.

**Recreation Leader I**
Entry level positions that do not require previous experience including:

- Teen leaders
- Gymnastics Instructors
- Sports Camp Assistants
- Special Event Assistants
- Summer Camp Counselors
- Coaches

**Recreation Leader II**
Positions require at least one season of experience and certifications in a related field including:

- Sports Camp Leaders (CPR and First Aid)
- Sport Officials (CPR and First Aide)
- Assistant Pool Manager
- Senior Swim Instructor/Lifeguard (Lifeguard Training, First Aid and CPR)
- Summer Camp Assistants
- Coaches

**Recreation Leader III**
Positions require at least 2 years of experience and specialized skills or advanced certifications in a related field including:

- Summer Camp Leaders
- Teen Outreach Leaders
- Coaches
- Substitute Teachers
- Sports Camp Leaders (CPR and First Aid)

Sport Officials (CPR and First Aid)
Pool Manager
Gymnastic/Dance Instructors (Recreation Leader II requirements and Safety Certification and one of the following certifications: Professional Development Program II, Kinder Accreditation for Teachers or Movement Education and Learning Development.)

**Stock Clerk**
Under supervision, performs a variety of inventory maintenance functions including receiving, storing and delivering supplies. Includes maintaining and reviewing computerized inventory records; performs other related work as required.

**Swim Instructor/Lifeguard**
Monitors pool activities to enforce regulations and prevent accidents, rescue swimmers in distress, conducts swimming lessons in accordance with American Red Cross or other national recognized aquatics programs and performs other related duties as required. Certificates in Lifeguard Training, First Aid and CPR required.

**Technical Specialist**
Under general supervision, responsible for work that requires technical skills associated with one or more of the following areas: drafting/CAD, electronics, computer systems, engineering, environmental science, or planning.

**Technician I**
Performs less advanced technical work than that of the Technician II class. Normally requires some specialized skills such as basic life support/paramedic, drafting, electronics, building maintenance, crafts, etc. and ability to operate associated vehicles or equipment.

**Technician II**
Under general supervision, responsible for work as performed by advanced technical skills associated with one or more of the following areas: drafting/CAD, electronics computer systems, engineering, environmental science, or planning. Classification may be used for individuals involved in conducting surveys, opinion polls, and other data collection assignments where analysis of data may be required.

**Arts & Science Professional I**
Under general supervision, performs highly skilled jobs in support of performing and visual arts. Examples would include exhibit design and installation, graphic design, exhibit mechanical and electrical design, exhibit problem solving, installation and maintenance,

materials and parts sourcing for exhibits, managing outsourced custom fabrication of specialty parts, and working with Arts & Sciences Producers on design of exhibits, theater scenery, costume & lighting design and direction, studio supervision, development of educational programs, etc.

**Arts & Science Professional II**
Under limited supervision, performs highly specialized jobs in support of performing and visual arts. Examples would include exhibit design and installation, graphic design, exhibit mechanical and electrical design, exhibit problem solving, installation and maintenance, materials and parts sourcing for exhibits, managing outsourced custom fabrication of specialty parts, and working with Arts & Sciences Producers on design of exhibits,theater scenery, costume & lighting design and direction, studio supervision, development of educational programs, etc. Two years of experience equivalent to that of a Arts & Science Professional I.

**Arts & Science Professional III - H**
Independently performs highly specialized jobs in support of performing and visual arts. Examples would include exhibit design and installation, graphic design, exhibit mechanical and electrical design, exhibit problem solving, installation and maintenance, materials and parts sourcing for exhibits, managing outsourced custom fabrication of specialty parts, and working with Arts & Sciences Producers on design of exhibits, theater scenery, costume & lighting design and direction, studio supervision, development of educational programs, etc. Five years of experience equivalent to that of an Arts & Science Professional I. May require lifting up to 15 pounds.

**Arts & Science Technician**
Under supervision, performs paraprofessional and skilled support to a specific performing or visual arts program area such as lighting, props, building, painting, stitching – etc.

**Arts & Science Aide**
Under general supervision, performs general unskilled and some semiskilled tasks in support of theater, arts and museum programs.

**Zoological Assistant**
Under supervision, performs assignments that assist in the maintenance, control, and shelter of animals in the zoo and other City facilities.

**Appendix B**
**Limited Hourly Salary Schedule**