

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

2017 SALARIES - 2% increase over 2016 hourly rates - Salaries effective 12/18/2016

Code No.	Class Title	Range Code	Pay Range	A	B	C	D	E	F
3000	Administrative Typist I	00005	5FC	13.93	14.63	15.38	16.14	16.96	17.80
3010	Administrative Typist II	00010	9FC	15.76	16.54	17.38	18.24	19.17	20.12
3020	Administrative Clerk	00015	9FC	15.76	16.54	17.38	18.24	19.17	20.12
3030	Senior Administrative Clerk	00020	11FC	18.07	18.99	19.95	20.93	21.97	23.06
3035	Senior Payroll Clerk	00035	14FC	19.55	20.51	21.54	22.61	23.75	24.94
3040	Administrative Assistant I	00025	10FC	17.53	18.42	19.34	20.31	21.32	22.39
3050	Administrative Assistant II	00030	12FC	18.60	19.54	20.50	21.53	22.60	23.74
3060	Administrative Assistant III	00035	14FC	19.55	20.51	21.54	22.61	23.75	24.94
3065	Administrative Receptionist	00040	2FC	12.34	12.94	13.59	14.26	14.97	15.73
3067	Receptionist to City Council	00045	5FC	13.93	14.63	15.38	16.14	16.96	17.80
3070	Correspondence Secretary I	01005	10FC	17.53	18.42	19.34	20.31	21.32	22.39
3080	Correspondence Secretary II	01010	12FC	18.60	19.54	20.50	21.53	22.60	23.74
3090	Graphics Operator	01015	14FC	19.55	20.51	21.54	22.61	23.75	24.94

STEP PROGRESSION:

STEP	REQUIREMENT
"A"	Initial hire
"B"	One year at "A" step
"C"	One year at "B" step
"D"	One year at "C" step
"E"	One year at "D" step
"F"	One year at "E" step

* City service is defined as CONTINUOUS years of employment in a full-time classified status in any City position(s).

FOR PROMOTIONAL PURPOSES, functional employees will be assigned to the pay step closest to a **5% increase**.

Actual pay for employees in this group is calculated from the **hourly rate** and rounded to the closest penny.