Imperial City Council

James Tucker – Mayor
Ida Obeso-Martinez – Mayor Pro-Tem
Stacy Mendoza – Council Member
Katherine Burnworth – Council Member
Robert Amparano – Council Member

AGENDA

Regular Meeting of the Imperial City Council

City Council Chambers
220 West 9th Street
Imperial, CA 92251-1637

September 17, 2025
Closed Session at 06:00 pm
Open Session at 07:00 pm

The City Council meetings are live-streamed on the City's Facebook page at www.facebook.com/cityofimperial. By remaining in the room, you are giving permission to be recorded.

Public Comments: Members of the public who wish to speak are encouraged to fill out a Speaker Slip and submit it to the City Clerk before the start of the meeting. Public comments are limited to 3 minutes. Comments may also be submitted by email to CityClerk@imperial.ca.gov no later than 5:00 p.m., the day of the meeting.

Americans with Disabilities Act: Requests for special assistance to participate in the meeting, please contact the City Clerk's Office by calling (760) 355-5303 or emailing CityClerk@imperial.ca.gov. Notification of 48 hours before the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA title II].

All documents with executive summaries and staff recommendations for open session action items are available on the City's website 72 hours before the meeting www.https://cityofimperial.org/cc-agenda-archive. Supplemental writings distributed to the City Council within 72 hours of the meeting will also be posted online. Written materials shared during the meeting will be available there if prepared by the city or afterward if prepared by others. These materials can be obtained from the City Clerk's Office.

6:00 P.M. CLOSED SESSION

ROLL CALL

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: At this time, members of the public may address the City Council on Closed Session items. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). If you are compensated to communicate with City officials, you may be required to register and/or make certain disclosures as a lobbyist. Please see the City Clerk for additional information. There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS INTO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: The City Council finds, based on advice from the City Attorney, that discussion in open session of the following described matter(s) will prejudice the position of the City in existing and anticipated litigation.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS- G.C.§ 54956.8
Property Address: 063-054-038
Agency Negotiator: City Manager and Development Management Group, Inc. (Michael Bracken)
Negotiating Parties: Dr. Mervat Kelada, Under Negotiation: Price and terms

PUBLIC EMPLOYEE PERFORMANCE EVALUATION – G.C § 54956.7 (b)(1)
Title of Position: City Manager

CONFERENCE WITH LABOR NEGOTIATORS – G.C.§ 54957.6
Agency Representatives: City Manager
Employee Organization: Imperial Police Officers Association, Teamsters Local 542 & Employee Organization Management Supervisory, Professional, Confidential, and Police Captain/Unrepresented

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION G.C §54956.9 (d)(2)
Novalk, LLC v. City of Imperial et. al, United States District Court for the Southern District of California, 25CV2307 BAS DDL and City of Imperial v. Gazette Ranch, Inc., Imperial County Superior Court, ECU00569

7:00 P.M. REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADJUSTMENTS TO THE AGENDA: The City Council may amend the order, add urgency items, note abstentions or "no" votes on consent calendar items, and request consent calendar items be removed from the consent calendar for discussion. The City Council may also remove items from the consent calendar before that portion of the agenda. The City Council may address these issues by entertaining a formal motion.

CITY ATTORNEY REPORT ON CLOSED SESSION

PUBLIC COMMENT: If you wish to address the City Council concerning any item within the City Council's jurisdiction, please raise your hand and be acknowledged by the mayor. At that time, state your name and address for the record. The mayor reserves the right to place a time limit of three (3) minutes on each person's presentation.

A. PRESENTATIONS:

A-1. Proclamation presentation for Domestic Violence Awareness Month.

A-2. Proclamation presentation for National HR Professionals Day.
A-3. Proclamation presentation for Library Card Sign-Up Month.
A-4. Proclamation presentation for National I.T. Professionals Day.

B. CONSENT AGENDA: All items appearing under the "Consent Agenda" will be acted upon by the City Council with one motion without discussion. Should any Council member or other person request that any item be considered separately, that item will then be taken up at the time as determined by the mayor.

B-1. Approval of Warrants Report.
B-2. Accept proposal from Dynamic Consulting Engineers, Inc from the On-Call Engineering Services Contract for services related to the 15th St. Improvements from C Street to F Street.
B-3. Accept proposal from Nicklaus Engineering from the On-Call Engineering Services Contract for services related to the Paseo Sewer Pump Station Grading Plan.
B-4. Authorization to reject claim #CJP-3054697 as recommended by Carl Warren & Company.
B-5. Receive and acknowledge the Classification and Compensation Studies conducted by Gallagher as final reports for city review.

C. ACTION ITEMS (DISCUSSION/ACTION):

C-1. Award the Manhole and Gravity Sewer Collections System CCTV Inspection and Inventory project to Downstream Services Inc. (Project No. 2025-08).

Presenter: David Dale, Public Services Director
Recommendation: Accept proposal from Downstream for the Manhole and Gravity Sewer Collections System CCTV Inspection and Inventory (Project No. 2025-08) and authorize a not-to-exceed amount of $272,603.00 with a 25% contingency.

C-2. Award the Shop Tank & Aten Tank Modifications and New Ventilation System Installation Project to Total Industries, Inc. (Bid 2025-03).

Presenter: David Dale, Public Services Director
Recommendation: Award the Shop Tank & Aten Tank Modifications and New Ventilation System Installation Project to Total Industries, Inc. (Bid 2025-03) in the amount of $1,038,536.99 with a 15% contingency.

C-3. Approve the implementation of the classification study recommendations for the unrepresented contract, MSPC, Seasonal, and Part-Time Classifications.

Presenter: Dennis H. Morita, City Manager
Recommendation: Approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for all positions within the Contract, MSPC, Seasonal and Part-Time Unrepresented positions, and update the city's salary schedule to reflect these changes.

C-4. Approve Resolution No. 2025-49, to amend the resolution for MSPC Unrepresented employees to include implementations from the class study.

Presenter: Kristen Smith, Human Resources Manager
Recommendation: Approve Resolution No. 2025-49, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL ESTABLISHING THE EMPLOYEE BENEFITS FOR MSPC UNREPRESENTED EMPLOYEES OF THE CITY OF IMPERIAL.

C-5. Appointment to the County of Imperial Airport Land Use Commission (ALUC).

Presenter: Dennis H. Morita, City Manager
Recommendation: Appoint a Primary and an Alternate council member to the County of Imperial ALUC.

D. REPORTS:

D-1. Department Reports
D-2. City Manager Report
D-3. Mayor and Councilmember Reports

ADJOURNMENT: The next regular meeting of the Imperial City Council will be held on Wednesday, October 1, 2025.

B-1

Check Register Report

Date: 09/11/2025
Time: 2:53 pm
Page: 1

CITY OF IMPERIAL BANK: US BANK

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127538	09/04/25	Printed			6474	ANTHONY LOPEZ	9/15/25 - 9/18/25 NRPA CONFERENCE	280.00
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127557	09/04/25	Printed			7145	FERGUSON WATERWORKS #1083	0885318 84735	8,279.79
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127562	09/04/25	Printed			8812	GIDDY UP RANCH	32126b- DEPOSIT 84594	1,250.00
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127567	09/04/25	Printed			2096	HOME DEPOT CREDIT SERVICES	1903061 84742	965.13
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127570	09/04/25	Printed			4637	IMPERIAL COUNTY PUBLIC HEALTH	25078 84713	702.00
127571	09/04/25	Printed			028	IMPERIAL IRRIGATION DISTRICT	SEPTEMBER 3, 2025	54,351.29
127572	09/04/25	Printed			1336	IMPERIAL LANDFILL- 4136	4136-000022586 84723	1,919.31
127573	09/04/25	Printed			102	IMPERIAL POLICE OFFICERS ASSN.	9/5/25	1,267.50
127574	09/04/25	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B79210 84726	230.15
127575	09/04/25	Printed			7777	IMPERIAL VALLEY AIR CONDITIONI	4967 84741	9,560.00

Check Register Report

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127584	09/04/25	Printed			8815	MANUEL ZAMORA	9925-0486/669 LAS VILLAS	65.72
127585	09/04/25	Printed			8811	MELISSA GAWAT	9926-0038/511 MEADOW	65.52
127586	09/04/25	Printed			1190	MISSIONSQUARE - 304257	9/5/25	526.40
127588	09/04/25	Printed			8669	NAPA AUTO PARTS	567341 84716	17,915.98
127589	09/04/25	Printed			8633	NC CHILD SUPPORT CENTRALIZED	9/5/25	264.00
127590	09/04/25	Printed			4481	O'REILLY	2687-154488 84332	94.63
127591	09/04/25	Printed			079	ONE SOURCE DISTRIBUTORS	S007974011.004 84722	3,915.07
127592	09/04/25	Printed			084	PITNEY BOWES BANK INS	21257183 8/28/25 84619	400.00
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127595	09/04/25	Printed			8516	QUICK QUACK CAR WASH	ARB233235 84623	208.89
127596	09/04/25	Printed			3786	RINGCENTRAL INC	CD_001201299 84671	1,359.57
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127598	09/04/25	Printed			957	SC FUELS	IN-0000191645 84743	1,567.67
127599	09/04/25	Printed			135	SOCALGAS	420 S IMPERIAL 7/10-8/11/25 84714	69.72
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127603	09/04/25	Printed			1239	THE SHERWIN-WILLIAMS CO.	9439-7 8/21/25 84863	530.46
127604	09/04/25	Printed			3815	TRAFFIC SAFETY STORE	INV913862 84854	1,668.79
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127618	09/11/25	Printed			023	AIRWAVE COMMUNICATIONS	451050 84901	65.00
127619	09/11/25	Printed			2357	ALL VALLEY FENCE AND MATERIALS	25-2264 84884	531.21
127621	09/11/25	Printed			5956	AMAZON CAPITAL SERVICES	1HG7-PJLR-D3HK 84685	2,766.38
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127623	09/11/25	Printed			1851	AT&T LONG DISTANCE	760-355-1158 9/3/25	1,958.37
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127629	09/11/25	Printed			3669	CANON U.S.A. INC	41751926 84630	332.49
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Check Register Report

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127635	09/11/25	Printed			8822	COUNTY OF ORANGE- OCSD	TRAFFIC COLLISION-J TORRES 84309	525.00
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127642	09/11/25	Printed			8825	EMILY GONSALEZ	9924-0157/2708 MEADOWBROOK	177.61
127643	09/11/25	Printed			8064	ENTERPRISE FLEET MANAGEMENT,	575205A-090425 84627	13,350.81
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127645	09/11/25	Printed			019	FERGUSON ENTERPRISES, LLC	5664391 84878	113.40
127646	09/11/25	Printed			7720	GREEN RUBBER-KENNEDY AG	I-108175 84877	150.45
127647	09/11/25	Printed			8490	GUARDIAN ALLIANCE TECHNOLOGIES	30249 84906	110.00
127649	09/11/25	Printed			2096	HOME DEPOT CREDIT SERVICES	4902558 84953	3,152.89
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127651	09/11/25	Printed			028	IMPERIAL IRRIGATION DISTRICT	SEPTEMBER 9, 2025	154.86
127652	09/11/25	Printed			1336	IMPERIAL LANDFILL- 4136	4136-000022620 Sludge 8/19-31 84955	1,419.73
127653	09/11/25	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B78580 84963	293.55
127654	09/11/25	Printed			2099	IMPERIAL VALLEY OCCUPATIONAL M	4863 84428	90.00
127655	09/11/25	Printed			5033	INFO SEND INC.	294083 84628	2,415.43
127657	09/11/25	Printed			6472	INGRAM LIBRARY SERVICES	90306354 84779	515.95
127658	09/11/25	Printed			8821	JEHAN DOMINIC TINADOR	9925-0324/651 LAS DUNAS	148.70
127659	09/11/25	Printed			008	JIM REITER'S LOCKSMITH & SAFE	278892 84903	178.61
127660	09/11/25	Printed			6668	JORGE CHAPA	9225-0033/642 W BREWER#133	50.85
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127672	09/11/25	Printed			2332	RUBEN VILLA	9925-0468/641 LINDA VISTA	150.12
127673	09/11/25	Printed			979	SELLERS PETROLEUM	CL46416	17,294.30
127674	09/11/25	Printed			5706	SHI INTERNATIONAL CORP	B20213353 84677	7,230.54
127675	09/11/25	Printed			1265	SUPERIOR READY MIX CONCRETE LP	2509-038187 84871	802.16
127676	09/11/25	Printed			8824	TANIA Y SU NUEVA ERA LLC	FIESTA 10/18/25- DEPOSIT 84879	1,000.00
127677	09/11/25	Printed			7527	TONY GUTIERREZ	202-DEPOSIT 84880	275.00
127678	09/11/25	Printed			7708	TUCKER MINI STORAGE	AUG & SEP 2025- UNIT 425 84867	260.00
127679	09/11/25	Printed			8532	TYLER BRINKERHOFF	008 84224	1,500.00

Check Register Report

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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127687	09/11/25	Printed			5639	WAGEWORKS, INC	0825-OR39530 AUG 2025 84426	100.00
127688	09/11/25	Printed			7942	YVONNE CORDERO	9/27/25 - 10/01/25 APA CONFERNCE	414.00
127689	09/11/25	Printed			1773	ZASUETA CONTRACTING, INC.	3405 84873	200,234.80
					Total Checks: 144		**Checks Total (excluding void checks):**	**949,563.39**
					Total Payments: 144		**Bank Total (excluding void checks):**	**949,563.39**
					Total Payments: 144		**Grand Total (excluding void checks):**	**949,563.39**

Agenda Item No. B-2

DATE SUBMITTED	9/10/25	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	PUBLIC SERVICES	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	9/17/25	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

Accept Task Order Proposal for On-Call Civil Engineering Services from Dynamic Consulting Engineers, Inc. for the 15th Street Improvements (C Street to F Street) Project.

DEPARTMENT INVOLVED: PUBLIC SERVICES

BACKGROUND/SUMMARY:

See attached document

FISCAL IMPACT:

$59,400.00

Fund 69- Circulation Impact Fees

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

It is the department's recommendation to approve.

DEPT. INITIALS: Jmg

MANAGER'S RECOMMENDATION:

approve

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

September 17, 2025

Dear Honorable Councilmembers:

Requested Action:

1. Accept Task Order Proposal for On-Call Civil Engineering Services from Dynamic Consulting Engineers, Inc. for the 15th Street Improvements (C Street to F Street) Project.

Background:

On September 18, 2024, the City Council awarded contracts to five engineering firms for On-Call Civil Engineering Services. On August 12, 2025, the Public Services Department issued a task order request to these firms under the On-Call Engineering Services contract.

This project is considered important for the city's traffic circulation and is expected to reduce traffic impacts on adjacent residential streets. It includes preparing engineering and contract documents to connect approximately 910 linear feet of 15th Street from C Street to F Street. This action is for design services and preparation of contract documents only, so the city has a "shovel-ready" project when the time comes.

The services include, but are not limited to, the following:

- Attend a kickoff meeting with City staff to discuss the project scope and objectives.
- The project consists of the full design of 15th Street to connect 15th Street from C Street to F Street (approximately 910 linear feet).
- The project shall include coordination with all relevant utility providers and agencies.
- Perform a topographic survey of the project area. Locate the rights-of-way.
- Provide a Geotechnical Report and recommendations from a registered Geotechnical consultant.
- Prepare plans, specifications, and an engineer's estimate (PS&E) for the full street improvements, which shall include:
  - Conventional asphalt pavement section.
  - Sidewalk and ADA ramps at D and E Street.
  - Curb and gutter on both sides of the street.
  - Connect to the existing storm drain system
  - Street lighting.
  - Striping and signage.
  - Erosion Control Notes
- The engineer shall incorporate ADA-compliant pedestrian facilities throughout the design.
- Provide utility coordination and ensure utility impacts are addressed in the design. The project design shall include a 12-inch diameter water pipeline to connect an existing 12-inch pipeline that runs along 15th Street. The new pipeline will connect at a point just west of D Street and connect to an existing 12-inch pipe at C Street.
- The engineer shall attend two (2) progress meetings with City staff during the design phase.
- The final deliverables shall include a complete PS&E package ready for public bidding.
- Tentative schedule (start to completion)

The city received five cost proposals:

(1) Dynamic Consulting Engineers, Inc.	**$59,400.00**
(2) The Holt Group, Inc.	$75,000.00
(3) Aztec Engineering Group, Inc.	$92,463.00
(4) Nicklaus Engineering, Inc.	$104,952.00
(5) Webb Associates	$158,987.00

Public Services staff recommends awarding the project to Dynamic Consulting Engineers for **$59,400.00** under the On-Call Civil Engineering Services contract.

Fiscal Impact:

The fiscal impact is $59,400.00, which will be expended from Fund 69 – Circulation Impact Fees.

Attachments:

Cost Proposal from Dynamic Consulting Engineers, Inc.

Dynamic CONSULTING ENGINEERS

September 2, 2025

City of Imperial
420 S. Imperial Ave.
Imperial, CA 92251

Attn: Jenell Guerrero, Public Services Manager

Subject: Proposal for Engineering Design Services for the 15th Street Improvements Project from C Street to F Street.

Dynamic Consulting Engineers, Inc (DCE) is pleased to present this cost proposal for design services for the above referenced project. The City of Imperial is planning on expanding 15th Street from C Street to F Street thus connecting Imperial Avenue to LaBrucherie Avenia vis 15th Street. This project will alleviate traffic congestion in the downtown area of the City of Imperial. Project will include approximately 910 ft on new asphalt concrete paved street, new curb and gutter, new sidewalks, new driveways, new cross gutters, new ADA ramps, new traffic striping, new street lights, new water line, new fire hydrants and storm drainage improvements.

SCOPE OF WORK:

The following scope of work describes the proposed work and fees for the above-described project:

Task	Description	Proposed Fee
1	PROJECT KICKOFF AND COORDINATION MEETING – DCE will attend pre-design meeting with City Staff and discuss project limits, design requirements and expectations.	$ 1,200.00
2	FIELD TOPOGRAPHIC SURVEY – DCE will set vertical and horizontal control and prepare the field topographic survey. DCE will document all above ground features including all existing infrastructure and existing visible utilities. DCE will use GPS and Survey Level at all Key Points and Tie-in points for accurate design. DCE will also use Aerial Drone Survey for Orthophoto. BASE MAP and UTILITY RESEARCH – DCE will prepare a base map at a scale of 1" =20' which reflects right-of way, and any physical features for each location. The base map will reflect the location of all utilities that are visible (poles, manholes, water valves cans, meter boxes, electrical cabinets, etc. Also, any markings from Dig Alert will be observed as well. Surface for each location will be provided. RIGHT OF WAY RESEARCH AND PLOTTING ON BASE MAP. DCE will obtain record maps and establish the existing right of ways and existing easements.	$ 19,900.00

3	DESIGN PLANS – DCE will prepare design plans for street improvements including new asphalt concrete pavement, new curb and gutter, new sidewalks, new driveways, new cross gutters, new ADA ramps, new traffic striping, new streetlights, new water line, new fire hydrants and storm drainage improvements. DCE will analyze existing drainage system and implement a design that will be acceptable to the City of Imperial.	$ 20,050.00
4	PREPARE PROJECT SPECIFICATIONS – DCE will prepare technical specifications and assist the city with the bid documents.	$ 1,850.00
5	PREPARE COST ESTIMATE – DCE will prepare engineer's cost estimate.	$ 1,500.00
6	PREPARE EROSION AND SEDIMENT CONTROL PLAN – DCE will prepare sediment and erosion control plan. We are not anticipating this project to require a SWPPP. An erosivity waiver may be provided. DCE can assist the city with the erosivity waiver calculations.	$ 1,200.00
7	GEOTECHNICAL REPORT. Landmark Consultants (sub-consultant) will prepare a site specific geotechnical report and recommendations for this project.	$ 10,300.00
8	UTILITY COORDINATION. DCE will coordinate locations and/or relocation of existing utilities. DCE will coordinate utilities with City of Imperial Public Services, AT&T, Gas Company, Cable Spectrum, IID Water, IID Energy and other utilities identified during initial research.	$ 1,600.00
9	COORDINATION DURING DESIGN AND PROJECT BIDDING – DCE will coordinate with City Staff final plans. DCE will assist the City with the bidding process. DCE will be available to answer contractor questions during bidding process.	$ 1,8000.00
	Surveying Total:	**$ 59,400.00**

COST PROPOSAL FOR ENGINEERING AND SURVEY SERVICES

DCE will provide the services mentioned in the scope of work for a lump sum fee of $59,400.00

Again, thank you for giving Dynamic Consulting Engineers, Inc (DCE) the opportunity to serve you. If you have any questions I can be reached at (760) 545-0162.

Carlos Beltran, P.E.,
Principal Engineer.

2415 Imperial Business Park Dr. Suite B, Imperial, CA 92251 - Tel. (760) 545-0162 - Fax (760) 545-0163

Agenda Item No. B-3

DATE SUBMITTED	9/10/25	COUNCIL ACTION	( )
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	PUBLIC SERVICES	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	9/17/25	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

Accept Task Order Proposal for On-Call Civil Engineering Services from Nicklaus Engineering Inc. to prepare the Paseo Sewer Pump Station Grading Plan and Contract Documents.

DEPARTMENT INVOLVED: PUBLIC SERVICES

BACKGROUND/SUMMARY:

See attached document

FISCAL IMPACT:

$19,604.35

Account: 55-520-5210

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

It is the department's recommendation to approve.

DEPT. INITIALS: Jmg

MANAGER'S RECOMMENDATION:

approve

CITY MANAGER's INITIALS: VMM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

September 17, 2025

Dear Honorable Councilmembers:

Requested Action:

1. Accept Task Order Proposal for On-Call Civil Engineering Services from Nicklaus Engineering Inc. to prepare the Paseo Sewer Pump Station Grading Plan and Contract Documents.

Background:

On September 18, 2024, the City Council awarded contracts to five engineering firms for On-Call Civil Engineering Services. On August 12, 2025, the Public Services Department issued a task order request to these firms under the On-Call Engineering Services contract.

The Paseo sewer pump station is located near the intersection of W Rosarito Drive and P Street (Clark Road) in the City of Imperial. It is near an Imperial Irrigation District (IID) canal and electrical power lines. When it rains, the area is inaccessible due to the mud. The existing grading directs water towards the sewer pump station. The project will be coordinated with the IID, both the water and power divisions. There is no existing fencing around the sewer pump station. There is an existing concrete driveway entrance that will remain. There is a short access road (approximately 77 feet long and 15 feet wide), consisting of native material. This section of roadway will be replaced with six inches (min) of graded and compacted class 2 base. The project consists of preparing a precise grading plan that includes a fence or block wall and a locking sliding gate.

SCOPE OF WORK – Civil Engineering Design Services

- Perform a topographic survey of the project area. Locate the rights-of-way and existing utilities, both above and below ground.
- Prepare plans, specifications, and an engineer's estimate (PS&E) for the grading plan, which shall include:
  - A class 2 base access road.
  - A block wall or fence surrounding the pump station.
  - A sliding locking gate.
  - Erosion Control Notes/BMPs
- Provide utility coordination and ensure utility impacts are addressed in the design.
- The engineer shall attend two (2) progress meetings with City staff during the design phase.
- The final deliverables shall include a complete PS&E package ready for public bidding.

The city received two cost proposals:

(1) Nicklaus Engineering, Inc.	**$19,604.35**
(2) Webb Associates	$39,910.00

Public Services staff recommends awarding the project to Nicklaus Engineering, Inc. for **$19,604.35** under the On-Call Civil Engineering Services contract.

Fiscal Impact:

The fiscal impact is $19,604.35, which will be expended from Fund 55-520-5210 – Wastewater Operations

Attachments:

Cost Proposal from Nicklaus Engineers, Inc.

September 1, 2025

City of Imperial
Public Services Department
420 South Imperial Avenue
Imperial, CA 92251

Attention: **Ms. Jenelle Guerrero, MPA**
Reference: **Engineering Consulting Services for Paseo Sewer Pump Station Grading Plan**

Dear Ms. Guerrero,

Nicklaus Engineering, Inc. (Nicklaus) appreciates the opportunity to submit our formal proposal for the above-referenced project. It is our understanding that the City of Imperial plans to contract engineering services through their existing On-Call, As Needed, Agreement to correct grading issues surrounding the Paseo Sewer Pump Station located near the intersection of W. Rosarito Drive and P Street.

Our services will include the following:

TASK 1.0 PROJECT MANAGEMENT

Our services for Task 1.0 will include the following:

- Attend pre-design kickoff meeting with City staff.
- Attend two (2) progress meetings with City staff.
- Coordination with appropriate agencies and utilities, including the Imperial Irrigation District.
- General Project Management.

TASK 2.0 TOPOGRAPHIC SURVEY

Our services for Task 2.0 will include the following:

- Review of existing documentation and data provided by the City of Imperial.
- Research and boundary and right-of-way calculations.
- Conduct a GPS survey and prepare a topographic background.
- It is understood that the City of Imperial will require the location of existing utilities, both above and below ground. Before the topographic survey, Nicklaus will conduct a half-day of potholing within the footprint of the proposed improvements. Identified underground utilities will be marked for collection during the topographic survey.

Survey Notes and Exclusions:

- The proposal includes only those services listed above.
- The proposal does not include setting any survey monuments, filing a Record of Survey, or filing any Corner Records.
- Traffic control plans are not included.
- Encroachment permit fees are not included.
- Should potholing require more than a half-day of work, a modification request will be provided to the City of Imperial.
- Utility location services not specifically specified in this proposal are not included.

TASK 3.0: IMPROVEMENT PLANS

Our services for Task 3.0 will include 60% and 100% submittals. Services for the Design Package will include:

- Development of an engineering program. Identify design issues relating to functional needs, directives, and constraints. Identify critical issues affecting the project, significant site considerations, and review As-Built plans.
- Preparation of a site plan, a precise grading plan, an erosion control plan, and civil details.

Civil Design assumptions and exclusions include:

- Should off-site improvements be required beyond those specifically identified in this proposal, we can provide those services under contract modification.
- Nicklaus will not evaluate existing utilities nor design any new utilities.
- The fee does not include traffic control plans.
- It is assumed that there is no landscaping.
- The proposal assumes the City of Imperial will pay all permit and review fees.
- The project will not be designed or constructed in multiple phases.
- Biological or cultural services are not included.

TASK 4.0: SPECIFICATIONS

Our services for Task 4.0 will include 60% and 100% submittals. Services for the specifications will include:

- At 60% the Draft Technical Specifications and Supplementary Conditions
- At 100% the Final Technical Specifications and Supplementary Conditions

TASK 5.0: CONSTRUCTION COST ESTIMATE

- Our services for Task 5.0 will include cost estimates at the 60% and 100% design submittals, including a reproducible bid schedule necessary to bid and construct the improvements.

TASK 6.0: BID SUPPORT AND SERVICES DURING CONSTRUCTION

Bid support and construction support services are not included in this proposal.

If you have any questions about this proposal, please call me at (928) 246-1616 (cell).

Best regards,
Nicklaus Engineering, Inc.

Antonio Alvarez, P.E.
Vice President

A/E FEE ITEMIZATION SHEET

NICKLAUS ENGINEERING, INC.

DATE OF SCOPE/MOD: 8/13/2025
DATE OF PROPOSAL: 9/2/2025

PROJECT:	Paseo Sewer Pump Station Grading Plan	Task 1		Task 2		Task 3		Task 4		Task 5		Totals	
LOCATION:	Imperial, CA	Project Management		Topographic Survey		Improvement Plans		Specifications		Construction Cost Estimate			
PART I - Direct Services													
LABOR CATEGORY	**RATE**	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST
Project Manager	$170.00	10	$1,700	0	$0	0	$0	0	$0	0	$0	10	$1,700
Senior Engineer	$170.00	0	$0	4	$680	4	$680	1	$170	0	$0	9	$1,530
Project Engineer	$128.00	0	$0	0	$0	12	$1,536	12	$1,536	0	$0	24	$3,072
Senior Engineering Designer	$116.00	0	$0	2	$232	0	$0	0	$0	0	$0	2	$232
Engineering Designer	$104.00	4	$416	28	$2,912	44	$4,576	0	$0	4	$416	80	$8,320
Engineering Technician - IV	$145.00	0	$0	12	$1,740	0	$0	0	$0	0	$0	12	$1,740
Engineering Technician - III	$117.00	0	$0	12	$1,404	0	$0	0	$0	0	$0	12	$1,404
Cost Estimator	$128.00	0	$0	0	$0	0	$0	0	$0	4	$512	4	$512
Sub Total Direct Labor		14	$2,116	58	$6,968	60	$6,792	13	$1,706	8	$928	153	$18,510
Profit	0.00%		$0		$0		$0		$0		$0		$0
Total Direct Labor & Profit			**$2,116**		**$6,968**		**$6,792**		**$1,706**		**$928**		**$18,510**
Other Direct Costs													
Sub Contractors													
Sub Total ODCs and Sub Contractors			$0		$900		$0		$0		$0		$900
G&A	10.54%		$0		$95		$0		$0		$0		$95
Profit	10.00%		$0		$99		$0		$0		$0		$99
Total ODCs and Sub Contractors			**$0**		**$1,094**		**$0**		**$0**		**$0**		**$1,094**
Travel			**$0**		**$0**		**$0**		**$0**		**$0**		**$0**

Grand Total	**$2,116**	**$8,062**	**$6,792**	**$1,706**	**$928**	**19,604.35**

Agenda Item No. B-4

DATE SUBMITTED	09/03/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	09/17/2025

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	( )
RESOLUTION	( )
ORDINANCE 1ST READING	( )
ORDINANCE 2ND READING	( )
CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Authorization to reject claim CW File Number CJP-3054697 as recommended by Carl Warren & Company.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

Recommendation from Carl Warren & Company to reject claim CW File Number CJP-3054697 submitted by Maribel Paez on August 14, 2025 and revised version submitted on August 15, 2025.

FISCAL IMPACT: NOT TO EXCEED

There is no fiscal impact associated with this action.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Staff recommends approval to reject claim.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

RECEIVED
AUG 15 2025
By City Clerks

CLAIM FOR DAMAGE OR INJURY AGAINST THE CITY OF IMPERIAL, CALIFORNIA

Claims for death, injury to person, or to personal property must be filed not later than six months after the occurrence. (Gov. Code, Sec. 911.2)

Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code, Sec. 911.2)

TO: City of Imperial
420 So. Imperial Ave.
Imperial, CA 92251

Maribel Paez
Name of Claimant | Address | Zip | Phone | Age

same as above
Address to which Claimant wishes notices sent

WHEN did damage or injury occur? 7/24/25

WHERE did damage or injury occur? Kadin Drive

HOW and under what circumstances did damage or injury occur? While Driving home I heard a loud pop and noticed on rear view mirror an object on the road. My vehicle began to make a lot of noise. Once I parked my vehicle in garage I noticed the damage from the tire and rim. I went walking and noticed the metal cap/lid from the street.

WHAT particular action by the City, or its employees, caused the alleged damage or injury? (Include Names of Employees, if known)

I contacted police Department and officer came on scene and placed a cone where the metal cap/lid pop out of on the street.

WHAT sum do you claim? Include the estimated amount of any prospective loss, insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed: (Attach estimates or bills, if possible)

Tire is a run Flat and cost approximitely
$ 1400 plus install $150
Rim cost is approximatey
$ 676.00

Total Amount Claimed $ $1,300.00

$

NAMES and addresses of witnesses, Doctors and Hospitals:

Police officer from Imperial
incident report number# 25.006324

Signature of Claimant

7-25-25
Date

Agenda Item No. B-5

DATE SUBMITTED	09/12/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	09/17/2025

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	( )
RESOLUTION	( )
ORDINANCE 1ST READING	( )
ORDINANCE 2ND READING	( )
CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Receive and acknowledge the Classification and Compensation Studies conducted by Gallagher as final reports for City review.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

Staff recommends the City Council receive and acknowledge the classification and compensation studies conducted by Gallagher as final reports for City review.

FISCAL IMPACT: NOT TO EXCEED

There is no fiscal impact to receive and accept the studies as final reports.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Recommendation to receive and acknowledge the classification and compensation studies conducted by Gallagher as final reports for City review.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS:

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

December 12, 2024

CLASSIFICATION STUDY FINAL REPORT

City of Imperial

Gallagher

Insurance | Risk Management | Consulting

December 12, 2024

Kristen Smith
Human Resources Manager
420 South Imperial Avenue
Imperial, CA 92251

Dear Ms. Smith:

Gallagher is pleased to present the Classification Study and Total Compensation Study Reports for the study of all positions in the City of Imperial. This report documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all City of Imperial employees, and newly revised class specifications for all classes studied. The Total Compensation Study Report sent under separate cover, documents the market compensation survey, findings, and recommendations.

This Classification Study Report incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you and Alyssa Ferrell, Human Resources Analyst, for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Project Manager

Gallagher
ajg.com/ps-class-comp

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Appendices

Appendix I: Recommended Position Allocations
Appendix II: New Class Descriptions
Appendix III: Class Concepts

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Executive Summary

Background

In September 2023, the City's Consultant, Arthur J. Gallagher, conducted a classification and total compensation study for all of the City of Imperial's classifications. All classification and compensation findings, recommendations, and options for implementations are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of the City Council and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the classification and compensation study is to assist the City in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the City with regards to recruitment and retention of qualified staff.

Classification Study Goals

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

Classification Study Process

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.

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- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

Classification Concepts

Positions vs. Classifications

"Position" and "Classification" are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word "job" is used in place of the word "position."
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance

When positions are classified, the focus is on assigned job duties and the job related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the City are covered in Volume II of this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and

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- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City of Imperial, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations, as well as being in line with the City's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g. Public Records Analyst to Assistant City Clerk), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g. Accounting Assistant III to Utility Billing Technician). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

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- The title of a classification is normally used for organization, classification, and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received the scope and level of the work and any unusual or unique factors. The phrase "performs related work as required" is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class "fits" in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the "editorial" section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission's Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the City (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as "finger dexterity needed to access, enter, and retrieve data using a computer keyboard") and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

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Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least $844 per week ($43,888 per year), not subject to reduction due to variations in quantity/quality of work performed.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- Professional: Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

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Classification Findings and Recommendations

Classification Structure and Allocation Factors

The proposed classification plan provides the City with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the City will be able to change and grow the organization while maintaining the classification plan.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

A. No ongoing direction of staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not

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involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

D. Manager

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the Department Head.

Department Head

The employee provides administrative direction and oversight for all functions and activities of the assigned department, typically managing department operations through subordinate levels of management. In addition to allocating staff and budget resources, responsibilities include setting departmental policy and directing strategic plans and initiatives to align departmental operations and activities with City-wide strategic goals established by Executive Management and/or the City Council.

E. Executive Management

The employee has total administrative responsibility for the City of Imperial and reports to the City Council.

3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

B. General Supervision

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

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C. General Direction

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

D. Administrative and Policy Direction

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing City of Imperial-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

A. Structured problem solving

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

B. Independent, guided problem solving

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

C. Application of discriminating choices

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

D. Creative, evaluative, or critical thinking

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the

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employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which assigned.

C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or City of Imperial-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the City of Imperial are with this employee.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the City of Imperial.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the City of Imperial.

D. Negotiation with organizations from a position of authority

The employee often deals with the City Council, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the City, provide policy direction, and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

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The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, City-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all City employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Title Change

One change in the classification plan, as noted above, was the title change for 38 classifications.

Table 1. Title Change Recommendations

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Current Classification Title	Proposed Classification Title
Accounting Assistant II	Accounting Assistant
Accounting Assistant III	Accounting Assistant
Police Chief's Administrative Assistant	Administrative Assistant
Public Records Analyst	Assistant City Clerk
Code Enforcement Inspector	Code Enforcement Inspector II
Community Development Technician	Community Development Technician II
Engineering Technician/Inspector	Construction Project Coordinator
Project Manager	Construction Project Manager
Criminal Analyst	Crime Analyst
Maintenance Electrician	Electrician
Building Service Worker	Facilities Maintenance Worker
Administrative Services Director	Finance Director
GIS Coordinator	GIS Analyst
GIS Project Manager	GIS Program Manager
Information Technology Technician III – some incumbents	Information Technology Technician II
Literacy Coordinator	Library Grant Coordinator
Lifeguard/Recreation Leader I (LG) – all incumbents	Lifeguard
Lifeguard/Recreation Leader II (Rec) – all incumbents	Lifeguard/Swim Instructor
Lifeguard/Recreation Leader II (LG) – all incumbents	Lifeguard/Swim Instructor
Literacy Coordinator	Literacy Coordinator I
Literacy Coordinator	Literacy Coordinator II
Information Technology Technician III – 1 incumbent	Network Specialist
Organic Waste Monitor	Organic Waste Specialist
General Maintenance Worker I – all incumbents	Public Services Maintenance Worker I
General Maintenance Worker II – all incumbents	Public Services Maintenance Worker II
Recreation Specialist – multiple incumbents	Recreation and Event Specialist I/II
Recreation Specialist	Recreation and Event Specialist II
Special Events Coordinator	Recreation and Special Events Coordinator
Recreation Coordinator	Recreation and Special Events Coordinator
Lifeguard/Recreation Leader I (Rec) – all incumbents	Recreation Leader I
Lead Equipment Mechanic	Senior Equipment Mechanic
Lifeguard/Recreation Leader III (Rec) – all incumbents	Senior Lifeguard/Swim Instructor
Lifeguard/Recreation Leader III (LG) – all incumbents	Senior Lifeguard/Swim Instructor
Crew Leader	Senior Public Services Maintenance Worker
Wastewater Plant Operator I – all incumbents	Wastewater Treatment Plant Operator I
Wastewater Plant Operator II	Wastewater Treatment Plant Operator II
Distribution Utility Worker I	Water Meter/Distribution Operator I
Distribution Utility Worker II	Water Meter/Distribution Operator II

Title changes are recommended to reflect the level and scope more clearly being performed, to consolidate work into broader categories that could be used City-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon

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the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations in Appendix I.

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added to or removed from those positions over time.

The study resulted in 29 incumbents, allocated to 25 classifications, to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification is recommended for a reclassification.

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
Financial Analyst	Accounting Technician
Administrative Assistant	Administrative Specialist
Police Services Officer I	Animal Control Officer
Building Inspector I	Building Inspector II
General Maintenance Worker III – 1 incumbent	Collection System Worker II
Human Resources Manager	Human Resources and Risk Management Director
General Maintenance Technician – 1 incumbent	HVAC/Electrical Technician
Library Assistant I – 2 incumbents	Library Clerk
Library Administrator	Library Manager
Library Assistant	Library Page
Library Page	Library Support Services Worker
Park Maintenance Worker III – 2 incumbents	Park Maintenance Worker II
Crew Leader	Parks Maintenance Coordinator
Police Services Officer III – 2 incumbents	Police Services Officer II
Administrative Assistant	Project Coordinator
Police Services Officer III	Property and Evidence Technician
Public Services Foreman – 1 incumbent	Public Services Supervisor
Planner I	Senior Planner
Wastewater Plant Operator III	Senior Wastewater Treatment Plant Operator
Accounting Assistant III	Utility Billing Technician
General Maintenance Worker III – 1 incumbent	Utility Maintenance Worker I
General Maintenance Worker III – 2 incumbents	Utility Maintenance Worker II
General Maintenance Worker III	Wastewater Operator in Training
General Maintenance Worker II	Water Operator in Training
General Maintenance Worker III	Water Operator in Training

New Classifications

To accommodate changes in organizational structure and responsibilities, the City of Imperial requested the development of new classifications, including: Accountant, Assistant Planner, Associate Planner, Building Inspector I, Building Official, Collection System Worker I, Code Enforcement Inspector I, Community Development Technician I, Engineering Technician I/II, Finance Supervisor, Fleet & Facilities Supervisor, Information Technology Technician I, Library Assistant, Network Specialist, Purchasing Technician, Senior Collection System Worker, Senior Park

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Maintenance Worker, Senior Recreation and Event Specialist, Senior Water Meter/Distribution Operator, Senior Water Treatment Plant Operator, and Wastewater Treatment Plant Operator III.

Conclusion

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established City policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position will depend on the needs and resources of the City and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

Gallagher, Formerly Koff & Associates

Mike Harary

Mike Harary
Project Manager

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Appendix I

Recommended Position Allocations

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City of Imperial
Classification Study Final Allocation Listing
December 2024

PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
No	Future Use	City Manager's Administrative Offices	Finance Department	N/A	**Accountant**	New Class	City wishes to create a new class for future use.
No	Vacant Funded	City Manager's Administrative Offices	Finance Department	Accounting Assistant III	**Accounting Assistant I/II**	Title Change	No PDQ received. Classify same as peers.
Yes	Magallanes, Emery	City Manager's Administrative Offices	Finance Department	Accounting Assistant II	**Accounting Assistant II**	Title Change	Title change to reflect consistency with class concepts.
Yes	Quinones, Yaneth	City Manager's Administrative Offices	Finance Department	Accounting Technician	**Accounting Technician**	No Change	Position is properly classified.
Yes	Vacant Funded	City Manager's Administrative Offices	Finance Department	Financial Analyst	**Accounting Technician**	Reclassification	Reclassify to reflect body of work performed.
Yes	Ulloa, Alissa	City Manager's Administrative Offices	Information Technology	Administrative Assistant	**Administrative Assistant**	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.
Yes	Osuna, Aimee	City Manager's Administrative Offices	City Clerk	Public Records Analyst	**Assistant City Clerk**	Title Change	Title change to reflect body of work performed.
Yes	Guerrero, Jenelll	City Manager's Administrative Offices	City Manager's Office	Assistant to the City Manager	**Assistant to the City Manager**	No Change	Position is properly classified.
No	Mortita, Dennis	City Manager's Administrative Offices	City Manager's Office	City Manager	**City Manager**	No Change	Position is properly classified.
Yes	Mejorado, Olivia	City Manager's Administrative Offices	City Manager's Office	Executive Assistant	**Management Analyst**	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.
Yes	Victor Manriquez	City Manager's Administrative Offices	Finance Department	Administrative Services Director	**Finance Director**	Title Change	Title change to reflect body of work performed.
Yes	Quintana, Diana	City Manager's Administrative Offices	Finance Department	Finance Manager	**Finance Manager**	No Change	Position is properly classified.
No	Future Use	City Manager's Administrative Offices	Finance Department	N/A	**Finance Supervisor**	New Class	City wishes to create a new class for future use.
Yes	Vacant Funded	City Manager's Administrative Offices	Information Technology	GIS Coordinator	**GIS Analyst**	Title Change	Title change to reflect industry standards.
Yes	Vacant Funded	City Manager's Administrative Offices	Information Technology	GIS Project Manager	**GIS Program Manager**	Title Change	Title change to reflect industry standards.
Yes	Ferrell, Alyssa	City Manager's Administrative Offices	Human Resources	Human Resources Analyst	**Human Resources Analyst**	No Change	Position is properly classified.
Yes	Smith, Kristen	City Manager's Administrative Offices	Human Resources	Human Resources Manager	**Human Resources and Risk Management Director**	Reclassification	Reclassify to reflect body of work performed.
Yes	Zamudio, Adriana	City Manager's Administrative Offices	Human Resources	Human Resources Specialist	**Human Resources Specialist**	No Change	Position is properly classified.
Yes	Estrada, Ramon Alejandro	City Manager's Administrative Offices	Information Technology	Information Technology Director	**Information Technology Director**	No Change	Position is properly classified.
No	Future Use	City Manager's Administrative Offices	Information Technology	N/A	**Information Technology Technician I**	New Class	City wishes to create a new class for future use.
Yes	Anguiano, Luis	City Manager's Administrative Offices	Information Technology	Information Technology Technician III	**Information Technology Technician II**	Title Change	Title change to reflect work performed and industry standard.
Yes	Quero, Erick	City Manager's Administrative Offices	Information Technology	Information Technology Technician III	**Network Specialist**	Title Change	Title change to reflect work performed and industry standard.
No	Future Use	City Manager's Administrative Offices	Finance Department	N/A	**Purchasing Technician**	New Class	City wishes to create a new class for future use.
Yes	Redfern, Sandra	City Manager's Administrative Offices	Finance Department	Accounting Assistant III	**Utility Billing Technician**	Reclassification	Reclassify to reflect body of work performed.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
No	Future Use	Community Development	Planning	N/A	**Assistant Planner**	New Class	City wishes to create a new class for future use.
No	Future Use	Community Development	Planning	N/A	**Associate Planner**	New Class	City wishes to create a new class for future use.
No	Future Use	Community Development	Building & Safety	N/A	**Building Inspector I**	New Class	City wishes to create a new class for future use.
Yes	Cole, Cody	Community Development	Building & Safety	Building Inspector I	**Building Inspector II**	Reclassification	Reclassify to reflect journey level work performed.
No	Future Use	Community Development	Building & Safety	N/A	**Building Official**	New Class	City wishes to create a new class for future use. Will oversee Building & Code sections.
No	Future Use	Community Development	Code Enforcement	N/A	**Code Enforcement Inspector I**	New Class	City wishes to create a new class for future use.
Yes	Ramirez, David	Community Development	Code Enforcement	Code Enforcement Inspector	**Code Enforcement Inspector II**	Title Change	Title change to reflect consistency with class concepts.
Yes	Mora, Othon	Community Development	Community Development	Community Development Director	**Community Development Director**	No Change	Position is properly classified.
No	Future Use	Community Development	Community Development	N/A	**Community Development Technician I**	New Class	City wishes to create a new class for future use.
Yes	Galindo, Lorena	Community Development	Building & Safety	Community Development Technician	**Community Development Technician II**	Title Change	Title change to reflect consistency with class concepts.
Yes	Williams, Fernando L.	Community Development	Engineering	Engineering Technician/Inspector	**Construction Project Coordinator**	Title Change	Title change to reflect body of work performed.
Yes	Villegas, Jesus	Community Development	Engineering	Project Manager	**Construction Project Manager**	Title Change	Title change to reflect body of work performed.
No	Future Use	Community Development	Community Development	N/A	**Engineering Technician I/II**	New Class	City wishes to create a new class for future use.
Yes	Flores, Ariel	Community Development	Code Enforcement	Organic Waste Monitor	**Organic Waste Specialist**	Title Change	Title change to reflect body of work performed.
Yes	Banales, Carla	Community Development	Engineering	Administrative Assistant	**Project Coordinator**	Reclassification	Reclassify to reflect body of work performed.
Yes	Cordero, Yvonne	Community Development	Planning	Planner I	**Senior Planner**	Reclassification	The City alternately recommends reclassifying the position to Associate Planner to reflect journey level work performed.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
Yes	Wolfe, Kathryn	Library Services	Library Department	Librarian	**Librarian**	No Change	Position is properly classified.
No	Future Use	Library Services	Library Department	N/A	**Library Assistant**	New Class	City wishes to create a new class for future use.
Yes	Samaniego, Julia	Library Services	Library Department	Library Assistant I	**Library Clerk**	Reclassification	Reclassify to reflect body of work performed.
Yes	De Dios, Robert	Library Services	Library Department	Library Assistant I	**Library Clerk**	Reclassification	Reclassify to reflect body of work performed.
Yes	Luevano, Elizabeth	Library Services	Literacy Program Department	Literacy Coordinator	**Library Grant Coordinator**	Title Change	Title change to reflect body of work performed.
Yes	Haller, Ember	Library Services	Library Department	Library Administrator	**Library Manager**	Reclassification	Reclassify to reflect body of work performed.
No	Vacant Funded	Library Services	Library Department	Library Assistant	**Library Page**	Reclassification	Reclassify to reflect body of work performed.
Yes	Gonzalez, Emmanuel	Library Services	Library Department	Library Page	**Library Support Services Worker**	Reclassification	Reclassify to reflect body of work performed.
Yes	Quihuis, Genesis	Library Services	Library Department	Library Technician	**Library Technician**	No Change	Position is properly classified.
Yes	Diaz, Mariam	Library Services	Literacy Program Department	Literacy Coordinator	**Literacy Coordinator**	No Change	Position is properly classified.
Yes	Reyes, Monica	Library Services	Literacy Program Department	Literacy Coordinator	**Literacy Coordinator**	No Change	Position is properly classified.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
Yes	Sanchez, Stephanie	Parks and Recreation	Parks and Recreation	Administrative Assistant	**Administrative Specialist**	Reclassification	Reclassify to reflect complexity of work.
No	Amparano, Kaden	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Duenas, Dulce	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Graham, Angelique	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Karakoc, Mustafa	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Morales, Kaydence	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Ortega, Daniel	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Rivera, Anthony	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
No	Campos, Kaylee	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader II (Rec)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Curiel, Brendon	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader II (LG)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Holbrook, Samuel	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader II (LG)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Ortega, Arely	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader II (Rec)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Sundahl, Edward	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader II (Rec)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Becerra, Carlos	Parks and Recreation	Parks Department	Park Maintenance Worker I	**Park Maintenance Worker I**	No Change	Position is properly classified.
No	Bueno, Jose	Parks and Recreation	Parks Department	Park Maintenance Worker I	**Park Maintenance Worker I**	No Change	Position is properly classified.
No	Cordova, Luis	Parks and Recreation	Parks Department	Park Maintenance Worker I	**Park Maintenance Worker I**	No Change	Position is properly classified.
No	Perdomo, Adrian	Parks and Recreation	Parks Department	Park Maintenance Worker I	**Park Maintenance Worker I**	No Change	Position is properly classified.
No	De La Vera, Jose	Parks and Recreation	Parks Department	Park Maintenance Worker II	**Park Maintenance Worker II**	No Change	Position is properly classified.
No	Gray, Matthew	Parks and Recreation	Parks Department	Park Maintenance Worker II	**Park Maintenance Worker II**	No Change	Position is properly classified.
No	Matejovsky, Jason	Parks and Recreation	Parks Department	Park Maintenance Worker II	**Park Maintenance Worker II**	No Change	Position is properly classified.
No	Rabb, Samuel	Parks and Recreation	Parks Department	Park Maintenance Worker II	**Park Maintenance Worker II**	No Change	Position is properly classified.
No	Amador, Jesus	Parks and Recreation	Parks Department	Park Maintenance Worker III	**Park Maintenance Worker II**	Reclassification	Reclassify to reflect journey level work performed. City reclassified incumbent during course of Class Study.
No	La Cuesta, Jaime	Parks and Recreation	Parks Department	Park Maintenance Worker III	**Park Maintenance Worker II**	Reclassification	Reclassify to reflect journey level work performed. City reclassified incumbent during course of Class Study.
Yes	Lopez, Anthony	Parks and Recreation	Parks and Recreation	Parks and Recreation Director	**Parks and Recreation Director**	No Change	Position is properly classified.
Yes	Campas, Sergio	Parks and Recreation	Parks Department	Crew Leader	**Parks Maintenance Coordinator**	Reclassification	Reclassify to reflect body of work performed.
No	Vacant Funded	Parks and Recreation	Recreation Services and Special Events	Recreation Specialist	**Recreation and Event Specialist I/II**	Title Change	Title change to reflect body of work performed.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
No	Vacant Funded	Parks and Recreation	Recreation Services and Special Events	Recreation Specialist	**Recreation and Event Specialist I/II**	Title Change	Title change to reflect body of work performed.
Yes	Torres, Martin	Parks and Recreation	Recreation Services and Special Events	Recreation Specialist	**Recreation and Event Specialist II**	Title Change	Title changedto reflect body of work performed.
Yes	Amparano, Nancy	Parks and Recreation	Recreation Services and Special Events	Special Events Coordinator	**Recreation and Special Events Coordinator**	Title Change	Title change to reflect body of work performed.
Yes	Topete, Victoria (Ceballos)	Parks and Recreation	Recreation Services and Special Events	Recreation Coordinator	**Recreation and Special Events Coordinator**	Title Change	Title change to reflect body of work performed.
No	Brinnon, Drew	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Calderon, Angel	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Paez, Joselyn	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Quinones, Gabrielle	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Ramirez, Julyanna	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Tirado, Arlett	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Bedolla, Jared	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
No	Amparano, Kailee	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader III (Rec)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect industry standards.
No	Ellison, Haidyn	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Gomez, Cheney	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Holbrook, Addison	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Landeros, Alejandra	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
No	Future Use	Parks and Recreation	Parks Department	N/A	**Senior Park Maintenance Worker**	New Class	City wishes to create a new class for future use.
No	Future Use	Parks and Recreation	Recreation Services and Special Events	N/A	**Senior Recreation and Event Specialist**	New Class	City wishes to create a new class for future use.
No	Espino, Viviana	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader III (Rec)	**Senior Recreation Leader**	Title Change	Title change to reflect industry standards.
No	Ortega, Giselle	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader III (Rec)	**Senior Recreation Leader**	Title Change	Title change to reflect industry standards.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
Yes	Vacant Funded	Police	Police	Police Chief's Administrative Assistant	**Administrative Assistant**	Title Change	Title change to reflect body of work performed.
No	Alvarez, Stephanie	Police	Records	Police Services Officer I	**Animal Control Officer**	Reclassification	No PDQ received. Allocate based on current JD.
No	Vacant Funded	Police	Police	Chief of Police	**Chief of Police**	No Change	Position is properly classified.
Yes	Ibarra, Caroline	Police	Coordination Center	Criminal Analyst	**Crime Analyst**	Title Change	Title change to reflect industry standards.
Yes	Sheffield, Max	Police	Patrol	Police Captain	**Police Captain**	No Change	Position is properly classified.
Yes	Martinez, Robert	Police	Police	Police Corporal	**Police Corporal**	No Change	Position is properly classified.
No	Vacant Funded	Police	Patrol	Police Corporal	**Police Corporal**	No Change	Position vacant.
Yes	Amaya, Ana	Police	Patrol	Police Officer	**Police Officer**	No Change	Position is properly classified.
No	Ayala, Octavio	Police	Patrol (SRO (School Resource Officer))	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
No	Bustamante, Emily	Police	Patrol	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
Yes	Chiriboga Villacis, Andrea	Police	Patrol	Police Officer	**Police Officer**	No Change	Position is properly classified.
No	Corona, Erik	Police	Investigations	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
No	Cortez, Michael	Police	Patrol	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
Yes	Fierro-Gonzalez, Carmen	Police	Patrol	Police Officer	**Police Officer**	No Change	Position is properly classified.
No	Janosz, Mark	Police	Patrol	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
No	Reyes, Eladio	Police	Investigations	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
Yes	Salazar Jr., Dario	Police	Patrol	Police Officer	**Police Officer**	No Change	Position is properly classified.
No	Stiff, Andrea	Police	Patrol	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
No	Torres, Christian	Police	Patrol	Police Officer	**Police Officer**	No Change	No PDQ received. Classify same as peers.
No	Vacant Funded	Police	Investigations	Police Officer	**Police Officer**	No Change	Position vacant.
No	Vacant Funded	Police	Patrol	Police Officer	**Police Officer**	No Change	Position vacant.
No	Caldwell, Deanna	Police	Patrol	Police Sergeant	**Police Sergeant**	No Change	No PDQ received. Classify same as peers.
Yes	Hernandez, Alberto	Police	Patrol	Police Sergeant	**Police Sergeant**	No Change	Position is properly classified.
Yes	Rubio, Albert	Police	Patrol	Police Sergeant	**Police Sergeant**	No Change	Position is properly classified.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
Yes	Schaffer, Jeremy	Police	Patrol	Police Sergeant	**Police Sergeant**	No Change	Position is properly classified.
No	Valenzuela, Albert	Police	Investigations	Police Sergeant	**Police Sergeant**	No Change	No PDQ received. Classify same as peers.
Yes	Frazier, Gissell	Police	Records	Police Services Officer III	**Police Services Officer II**	Reclassification	Reclassify to reflect journey level work performed.
Yes	Harmon, Damon	Police	Records	Police Services Officer III	**Police Services Officer II**	Reclassification	Reclassify to reflect journey level work performed.
Yes	Murillo, Moises	Police	Records	Police Services Officer III	**Property and Evidence Technician**	Reclassification	Reclassify to reflect body of work performed.

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
No	Future Use	Public Services	Wastewater	N/A	**Collection System Worker I**	New Class	City wishes to create a new class for future use.
Yes	Sanchez, Fabian	Public Services	Wastewater	General Maintenance Worker III	**Collection System Worker II**	Reclassification	Reclassify to reflect body of work performed.
Yes	Arreola, Rudy	Public Services	Building & Facility Maintenance	Maintenance Electrician	**Electrician**	Title Change	Title change to reflect industry standards.
No	Camarillo, Juan	Public Services	Fleet Department	Equipment Mechanic	**Equipment Mechanic**	No Change	No PDQ received. Allocate based on current JD.
Yes	Lankford, Michael	Public Services	Building & Facility Maintenance	Building Service Worker	**Facilities Maintenance Worker**	Title Change	Title change to reflect industry standards.
No	Future Use	Public Services	Fleet Department	N/A	**Fleet & Facilities Supervisor**	New Class	City wishes to create a new class for future use.
Yes	Burch, Cody	Public Services	Building & Facility Maintenance	General Maintenance Technician I	**HVAC/Electrical Technician**	Reclassification	Reclassify to reflect body of work performed.
Yes	Solorzano, Jisela	Public Services	Public Services	Management Analyst	**Management Analyst**	No Change	Position is properly classified.
Yes	Loper, Jackie	Public Services	Public Services	Public Services Director	**Public Services Director**	No Change	Position is properly classified.
Yes	Aguiar, Francisco	Public Services	Shop & Streets Department	General Maintenance Worker I	**Public Services Maintenance Worker I**	Title Change	Title change to reflect industry standards.
Yes	Aguilera, Jose	Public Services	Shop & Streets Department	General Maintenance Worker I	**Public Services Maintenance Worker I**	Title Change	Title change to reflect industry standards.
No	Trujillo, Ricardo	Public Services	Shop & Streets Department	General Maintenance Worker I	**Public Services Maintenance Worker I**	Title Change	No PDQ received. Classify same as peers.
No	Zepada, Anthony	Public Services	Shop & Streets Department	General Maintenance Worker I	**Public Services Maintenance Worker I**	Title Change	No PDQ received. Classify same as peers.
No	Rodriguez, Alejandro	Public Services	Shop & Streets Department	General Maintenance Worker II	**Public Services Maintenance Worker II**	Title Change	No PDQ received. Allocate based on current JD.
Yes	Vacant Funded	Public Services	Public Services	Public Services Manager	**Public Services Manager**	No Change	No PDQ received. Allocate based on current JD.
Yes	Gonzalez, Isaiah	Public Services	Shop & Streets Department	Public Services Foreman	**Public Services Supervisor**	Reclassification	Reclassify to reflect supervision responsibilities.
No	Future Use	Public Services	Wastewater	N/A	**Senior Collection System Worker**	New Class	City wishes to create a new class for future use.
Yes	Cardenas, Gustavo A.	Public Services	Fleet Department	Lead Equipment Mechanic	**Senior Equipment Mechanic**	Title Change	Title change to reflect industry standards.
Yes	Mercado, Anthony	Public Services	Public Services	Crew Leader	**Senior Public Services Maintenance Worker**	Title Change	Title change to reflect industry standards.
Yes	Schneider, Clifford	Public Services	Wastewater	Wastewater Plant Operator III	**Senior Wastewater Treatment Plant Operator**	Reclassification	Reclassify to reflect lead responsibilities.
No	Future Use	Public Services	Water Treatment Plant Department	N/A	**Senior Water Meter/Distribution Operator**	New Class	City wishes to create a new class for future use.
No	Future Use	Public Services	Water Treatment Plant	N/A	**Senior Water Treatment Plant Operator**	New Class	City wishes to create a new class for future use.
Yes	Barraza, Hector	Public Services	Public Services	General Maintenance Worker III	**Utility Maintenance Worker I**	Reclassification	Reclassify to reflect body of work performed.
Yes	Cardenas, Gustavo C.	Public Services	Public Services	General Maintenance Worker III	**Utility Maintenance Worker II**	Reclassification	Reclassify to reflect body of work performed.
Yes	Luna, Cesar	Public Services	Public Services	General Maintenance Worker III	**Utility Maintenance Worker II**	Reclassification	Reclassify to reflect body of work performed.
Yes	Felix, Christian	Public Services	Wastewater	General Maintenance Worker III	**Wastewater Operator in Training**	Reclassification	Recommed City consider budgeting this position at the full journey (i.e., Operator II) level, and "UNDERFILL" with incumbent who doesn't yet qualify as a journey level employee. Incumbent is currently serving

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PDQ? Yes/No	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
Yes	Kemp, Christopher	Public Services	Wastewater	Wastewater Plant Chief Operator	**Wastewater Plant Chief Operator**	No Change	Position is properly classified.
Yes	Fierro, Victor	Public Services	Wastewater	Wastewater Plant Operator I	**Wastewater Treatment Plant Operator I**	Title Change	Title change to reflect industry standards.
Yes	Servin, Jose	Public Services	Wastewater	Wastewater Plant Operator I	**Wastewater Treatment Plant Operator I**	Title Change	Title change to reflect industry standards.
Yes	Carpenter, Adam	Public Services	Wastewater	Wastewater Plant Operator II	**Wastewater Treatment Plant Operator II**	Title Change	Title change to reflect industry standards.
No	Future Use	Public Services	Wastewater	N/A	**Wastewater Treatment Plant Operator III**	New Class	City wishes to create a new class for future use.
Yes	Ruiz, Jorge	Public Services	Water Treatment Plant Department	Distribution Utility Worker I	**Water Meter/Distribution Operator I**	Title Change	Title change to reflect body of work performed.
Yes	Bentley, James	Public Services	Water Treatment Plant Department	Distribution Utility Worker II	**Water Meter/Distribution Operator II**	Title Change	Title change to reflect body of work performed.
Yes	Gonzalez, Frank	Public Services	Water Treatment Plant	General Maintenance Worker III	**Water Operator In Training**	Reclassification	Recommed City consider budgeting this position at the full journey (i.e., Operator II) level, and "UNDERFILL" with incumbent who doesn't yet qualify as a journey level employee.
Yes	Renteria, Javier	Public Services	Water Treatment Plant	General Maintenance Worker II	**Water Operator In Training**	Reclassification	Recommed City consider budgeting this position at the full journey (i.e., Operator II) level, and "UNDERFILL" with incumbent who doesn't yet qualify as a journey level employee.
Yes	Emmett, Robert	Public Services	Water Treatment Plant	Water Plant Chief Operator	**Water Plant Chief Operator**	No Change	Position is properly classified.
Yes	Dominguez, Jose	Public Services	Water Treatment Plant	Water Treatment Plant Operator II	**Water Treatment Plant Operator II**	No Change	Position is properly classified.
Yes	Arguellez, Ricardo	Public Services	Water Treatment Plant	Water Treatment Plant Operator III	**Water Treatment Plant Operator III**	No Change	Position is properly classified.
Yes	Gutierrez, Ruben	Public Services	Water Treatment Plant	Water Treatment Plant Operator III	**Water Treatment Plant Operator III**	No Change	Position is properly classified.
Yes	Viesca, Fernando	Public Services	Water Treatment Plant	Water Treatment Plant Operator III	**Water Treatment Plant Operator III**	No Change	Position is properly classified.

Appendix II

New Classification Descriptions

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Appendix III

Classification Concepts

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City of Imperial Classification Concepts – February 2024

Classification Type – General Definitions

Classification type represents the grouping of classifications into a systematic classification structure based on the inter-relationship of duties performed, nature and level of responsibilities, and required knowledge, skills, abilities, education, training, and experience. These are the Class Concepts Gallagher/Koff have recommended for the City of Imperial Classification Study in 2024:

- City Manager
- Department Head
- Division Manager
- Program Manager
- Supervisor
- Lead Worker
- Professional
- Coordinator
- Specialist
- Technician
- Staff

Within each classification series, there may exist a classification at each level or only at selected levels. The levels within the classification series reflect the City's needs and priorities. For example, in some classification series, there is no need for functions to be performed at the experienced, advanced, or supervisor level. Distinctions between levels within classification series can be defined based on scope of responsibility, complexity of work, supervision received and exercised, authority for making decisions and taking action, and type and level of required knowledge, skills, abilities, education, training, and experience. Following are descriptions of each classification type.

Management and Supervisory Class Concepts

City Manager

Plans, organizes, and provides administrative direction and oversight for all City functions and activities. Provides policy guidance and program evaluation to the City Council (Council) and management staff; and assumes responsibility for the development, implementation, and execution of short- and long-term goals, policies, budgets, and strategies to accomplish the City's mission and Council priorities.

Department Head

- In many organizations this is usually the classification titled as "Director" or "Chief"

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the assigned department. Provides highly responsible and complex management assistance to the City Manager in coordinating and directing City-wide departmental activities and operations. Assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and other department directors. Coordinates

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assigned activities with officials and outside agencies and fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups.

Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations. Positions operate in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as City-wide and/or City Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information. Incumbents are responsible for achieving departmental goals and objectives. Incumbents often deal with public officials, members of boards, councils, and commissions, legislators, regulatory agencies, and the community to provide policy direction, explain program mission and objectives, and/or negotiate solutions to difficult problems.

Division Manager

- The title is generally “Manager” but other industry standard titles exist.

This classification level is considered mid-management. In addition to the responsibilities outlined at the supervisor level, responsibilities include allocating staff and budget resources among competing demands and performing significant service delivery planning and evaluation at the subunit level. This level would be responsible for a unit, defined as a segment of the organization representing a specific business function which has a chain of command. It is common for managers to have supervisory or advanced professional, technical, or clerical staff reporting to them.

The main difference between the supervisor and the manager is that the supervisor spends a portion of time performing the same duties as those supervised within their unit(s), while a manager spends the majority of time on administrative, long- and short-term planning, and budgeting responsibilities. The managerial level develops, recommends, and sets the programs, projects, goals, and policies and procedures of the division, while the supervisory level is more involved in the day-to-day implementation and execution of those programs, projects, and policies and procedures.

  - In essence the manager focus is on “the why” and the supervisor focus is on “the how”.

Program Manager

This classification is typically responsible for a program, defined as a planned coordinated group of activities and procedures created for a specific function related to ongoing City operations, initiatives, and services, as well as management and/or City Council priorities and directives. A program encompasses multiple projects with department-wide and community served impact. Employees are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; performing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for the assigned program(s). Employees serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with senior management positions within the City, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public.

Supervisor

The focus of the job is on the direct supervision and coordination of a work unit, and also includes hands-on participation in the work activities of those supervised. Incumbents plan, assign, direct, review, and evaluate the work

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of staff. In addition, incumbents assigned to this level make effective recommendations and/or carry out selection, performance evaluation, and disciplinary procedures.

The supervisor also exercises discretion in selecting appropriate resources to use in accomplishing assigned work; monitors and reviews work in progress, and provides technical assistance and guidance; ensures that appropriate policies and procedures are followed by subordinates; monitors, coordinates, and provides input into developing the budget for the subunit(s); and recommends procedures consistent with unit, divisional, and City directives, policies, and regulations, which are developed by higher-level management staff.

Lead Worker

This is an advanced journey level classification that bridges the gap between a journey level position below and the supervisory position above. The position leads the work of a crew, or a small group of staff engaged in the same type of work. The “Senior” title is the industry standard (vs. “Lead” – although “Lead” is still seen in public agency operations departments). This level plans, schedules, assigns, provides performance feedback, and trains employees, and is responsible for the “work” not the “worker.” This is differentiated by the full Supervisor level above which is responsible for the “worker,” including counseling, disciplining, and conducting performance evaluations.

These employees provide technical and functional direction to assigned staff on an ongoing, day-to-day basis, and perform the most difficult and complex assignments.

Non-Management Class Concepts

Professional

This classification performs operational, financial, budgetary, legal, regulatory, political, and/or administrative analyses and studies; researches and analyzes practices and procedures, and develops recommendations for organizational, operational, policy, and procedural improvements; and conducts needs analyses, feasibility studies, and evaluations for assigned programs, projects, and activities. Other professional level classes perform discipline specific activities within a given occupation, such as planning or engineering. Employees receive broad (non-detailed and non-specific) assignments and/or tasks and are responsible for independently developing a plan of action and approach; identifying, synthesizing, and interpreting relevant sources of data and information; selecting and implementing methodology; analyzing and interpreting results; developing recommendations; and presenting final products for supervisor and management review. Work assignments are reviewed during the normal briefing cycle, generally upon completion, and for overall results. Decisions may have significant unit, division, or City-wide service delivery, operational, legislative, regulatory, and/or budgetary/financial impact. A four-year degree in the area assigned is typically a minimum qualification.

Coordinator

The term “Coordinator” is often used for classes responsible for the coordination and administration of one or more programs or projects in a department/division with external contractors, agencies, and/or service providers.

The employee would typically have responsibility for independently coordinating one or more programs or projects on a regular basis. The duties involved would include the implementation of the program’s or project’s goals and objectives, oversight of performance, input as to budget preparation and administration, promotion or marketing, and evaluation. Incumbents at this level may have limited supervisory responsibility such as exercising functional and technical supervision over full-time staff, or directing part-time, temporary, and/or contract staff, volunteers, and/or interns. This concept can also be adapted to administrative types of program operations, either within a larger department or positions which oversee a City-wide administrative program.

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Specialist

This is a paraprofessional classification that performs a combination of duties requiring the application of knowledge obtained from technical, vocational education, and/or experience usually provided through a two-year degree and/or post-secondary coursework and/or training. The work differs from the technician because it serves as a bridge classification to a professional series, and incumbents exercise broader discretion and independent judgment with a deeper understanding of the assigned subject matter area relative to the technician. This type and level of work can be found in departments where specialized assignments exist in administrative or operational areas.

Technician

- Examples of titles typically include “Technician” and “Operator”

This is a technical classification that performs a combination of duties which also require the application of knowledge obtained through technical or vocational education and experience, usually provided through a two-year degree and/or post-secondary coursework and training, or for skilled and semi-skilled labor, in a formal apprenticeship type program or through extended periods of on-the-job training. Employees assume regular on-going work that involves specific technical and programmatic skills and abilities, requiring the interpretation and application of practices of greater complexity and with a deep knowledge base as it relates to the assignment.

Staff

- Examples of titles typically include “Assistant” and “Worker”

This type of classification performs duties which are routine and often repetitive. For administrative positions it is often described as “transactional” work wherein employees process information and documents in which they have limited decision making latitude; generally, employees will follow established standard operating procedures within established guidelines under which decisions are made; examples would be an Accounting Assistant processing accounts payable, or an Office Assistant responsible for reception, data entry, filing, and general routine office support duties. The positions perform a combination of duties requiring the application of knowledge obtained from a high school education. Maintenance/field positions within this category engage in work that is predominantly standard and customarily mental, manual, mechanical, or physical work. The work is transactional, meaning that the focus is on maintaining the normal workflow of operations and the work typically fits within established techniques, procedures, processes, or specific standards. Typically, employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Levels of Work in Non-Management Classification Series

Where there are multiple levels of work within a classification series, these levels should be distinguishable, and generally fall within the following levels of work. Not every classification series will have all levels. These concepts are used throughout the organization for non-management positions, ranging from professional classes to maintenance and operations classes.

- Entry: The entry level of a classification series provides an on-the-job opportunity for employees to gain the experience needed to perform the full range of duties. Employees at this level of the class series have the necessary education to perform the work, but they lack the practical on-the-job experience required to perform the full range of duties. Employees at this level will perform the more routine duties assigned to the class series, and will require a high level of supervision until such time as they are fully proficient in the work. The most common designation for entry level work is a “I” after the class title (e.g., Accounting Assistant I or Maintenance Worker I); in some professional classes, “Assistant” may be placed before the class title to designate the class as entry level (e.g. Assistant Civil Engineer or Assistant Planner).

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- Journey/Fully Proficient: Positions at the journey level of the series are fully proficient and qualified to perform the full range of duties assigned to the classification series. At this level, positions are subject to general supervision, referring only unusual situations and issues to their supervisor. The most common designation for journey level work is a "II" after the class title (e.g., Accounting Assistant II or Maintenance Worker II); in some professional classes, "Associate" may be placed before the class title to designate the class as journey level (e.g. Associate Civil Engineer or Associate Planner). In most classification series, the majority of positions will be placed at the journey level, since that is considered to be the core level of work, (i.e., performing the full range of duties).
- Senior (Advanced/Lead staff level): In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an ongoing, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in their assigned area of responsibility, as well as City and regulatory standards, practices, policies, and procedures. For professional classes, responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Employees organize and oversee day-to-day activities and are responsible for providing support to an assigned supervisor/unit manager in a variety of areas. Successful performance of the work requires an extensive background as well as the ability to coordinate subunit or unit work with that of other units and outside agencies.

  For some positions at the technical and clerical level, the work involves a high-level of problem-solving requiring analysis of unique issues or problems without precedent and/or structure and formulating and presenting strategies and recommendations to management. It is preferable to limit the use of the "Senior" concept to lead related duties but that is not always feasible; but to use the "senior" concept, you must first ensure that:

  - The complex duties are distinguishable from journey level work and can be clearly articulated;
  - They should also be preponderant, i.e. the purpose why the job exists.
  - They should be performed a high percentage of time, e.g., 10% of time (4 hours/week) is not a significant amount of time.
- By its very definition, the number of positions assigned to the senior level is limited.

Flexible Staffing Entry/Journey Classifications

Flexible staffing is a strategy wherein the assigned work is the same at the entry and journey level of the series, but the organization wants some flexibility in how positions progress to the journey level. The position is budgeted at the journey level, but appointment into the class series could be made at either the entry or the journey level, depending on applicant skills and/or the desire to provide advancement opportunities for current staff who have the necessary education to move into the entry level, but who need time on the job to acquire knowledge of the necessary departmental operations in order to perform the full range of duties.

Some Gallagher/Koff recommendations include the use of flexible staffing; the methodology and language for the concept are presented below:

- We do not recommend the use of time frames for progression since they vary based on the classification, and can lead to an expectation of progression to the next level within the time range specified in the classification specification, rather than the other key factors for progression (i.e., being able to demonstrate that the employee has reached the level of knowledge and ability that allows them to perform the full range of duties of the class with minimal supervision); we present below some classification specification language to address this issue:
  - "Positions in the Office Assistant I/II classification series are flexibly staffed; positions at the Office Assistant II level are normally filled by advancement from the Office Assistant I level; progression to the Office

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Assistant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Office Assistant II level."

- We also suggest a modified approach to typical duties, and knowledge and abilities statements in entry/journey flexibly staffed classes. In these cases, the entry level is the "learning" level within the series, so you will frequently see statements such as "ability to learn" for specific areas; this sometimes leads employees to believe that once they have completed the learning identified in a specific statement, they should then be progressed to the journey level. For that reason, we recommend incorporating the following "learning capacity" statements in the identified sections:
  - Typical Duties – "Positions at the Office Assistant I level may perform some of these duties and responsibilities in a learning capacity."
  - Knowledge and Abilities – "Positions at the Office Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity."

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Insurance | Risk Management | Consulting

December 12, 2024

TOTAL COMPENSATION STUDY FINAL REPORT

City of Imperial

Insurance | Risk Management | Consulting

Formerly Koff & Associates

December 12, 2024

Kristen Smith
Human Resources Manager
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

Dear Ms. Smith:

Gallagher is pleased to present the Total Compensation Study Report to the City of Imperial. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the City of Imperial and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Project Manager

Gallagher
ajg.com/ps-class-comp

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Executive Summary

Background

In June and July 2024, Gallagher conducted a comprehensive Total Compensation Study for the City of Imperial ("City"). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the City Council and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goals of the compensation study are to assist the City in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the City with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The City's ***base salaries, overall, in comparison to the market median are 11.0% below the market.***
- The City's ***total compensation, overall, in comparison to the market median is 4.2% below the market.***
- The City's ***benefits package*** puts the City in a more competitive position ***(+6.8%)*** compared to the market and, therefore, salary decisions should be based on total compensation versus base salary market results.
- Gallagher considers a classification falling within 5.0% of the median to be competitive.

Study Process

Benchmark Classifications

The study included 53 benchmark classifications selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as "benchmarks" to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring the City's overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

Table 1. Benchmark Classifications

Classification Title
1. Accountant
2. Accounting Technician
3. Administrative Assistant
4. Assistant City Clerk

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Classification Title
5. Assistant to the City Manager
6. Associate Planner
7. Building Inspector II
8. Building Official
9. Chief of Police
10. City Manager
11. Code Enforcement Inspector II
12. Collection System Worker II
13. Community Development Director
14. Community Development Technician II
15. Crime Analyst
16. Engineering Technician II
17. Equipment Mechanic
18. Finance Director
19. Finance Manager
20. Finance Supervisor
21. Fleet and Facilities Supervisor
22. Human Resources Director
23. Human Resources Specialist
24. Information Technology Director
25. Information Technology Technician II
26. Librarian
27. Library Assistant
28. Library Clerk II
29. Library Manager
30. Library Page*
31. Library Technician
32. Lifeguard/Swim Instructor*
33. Management Analyst
34. Park Maintenance Worker II
35. Parks and Recreation Director
36. Police Captain
37. Police Corporal
38. Police Officer
39. Police Sergeant
40. Police Services Officer II
41. Property and Evidence Technician
42. Public Services Director
43. Public Services Maintenance Worker II
44. Public Services Manager

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Classification Title
45. Public Services Supervisor
46. Recreation and Special Events Coordinator
47. Recreation Leader II*
48. Utility Maintenance Worker II
49. Wastewater Plant Chief Operator
50. Wastewater Treatment Plant Operator II
51. Water Meter/Distribution Operator II
52. Water Plant Chief Operator
53. Water Treatment Plant Operator II

*Non-Benefitted Classification

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, Gallagher reviewed a listing of agencies provided by City staff, as well as several other potential comparator agencies, for a total of 19 agencies. These other agencies were then added to the potential list of comparator agencies based on the following factors:

1. **Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the City be used as comparators.

   When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.

3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the City.

4. **Labor market and geographic location** – Today's labor market reality is that many agencies are in competition for the same pool of qualified employees because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Furthermore, by selecting employers within a geographic proximity to the City, the resulting labor market data generally reflects the region's cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the City. Therefore, the geographic labor market area where the City may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations.

All factors mentioned should be considered in selecting the group of comparator agencies. On December 20, 2023, the City Council agreed to include these ten (10) agencies.

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Table 2. Comparator Agencies

Agency
1. City of Brawley
2. City of Calexico
3. City of Coachella
4. City of El Centro
5. City of Indio
6. City of Palm Desert
7. City of Palm Springs
8. County of Imperial
9. County of San Diego
10. Imperial Irrigation District

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency's PEPRA plan. For agencies with retirement systems established under the County Employees Retirement Law of 1937 ("37 Act"), retirement formulas were converted to the equivalent PERS formula for purposes of comparison.
- **Social Security**: If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of $871.10 per month was reported in 2024.
- **Other**: Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision

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- Other

5. **Leaves**

   Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

   - **Vacation**: The number of paid time off (or vacation) hours available to all employees who have completed five (5) years of employment.
   - **Holidays**: The number of holiday hours (including floating hours) available to employees.
   - **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act ("FLSA") Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. **Auto Allowance**

   This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at $450. Mileage reimbursement is not included.

7. **Other**

   This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other monetary benefits collected, that were not included in the total compensation calculation, were Educational Incentive Pay, Bilingual Pay, Call Back Pay, Certification Pay, and Stand-By Pay. This information was provided to the City as qualitative data.

Data Collection

Data was collected during the months of June and July 2024, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

Gallagher believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the City's classification descriptions as the foundation for comparison.

When Gallagher researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the City. Therefore, Gallagher does not match based upon job titles, which can often be misleading, but rather analyzes class descriptions before a comparable match is determined.

Gallagher's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;

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- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, Gallagher requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, Gallagher often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the City is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the City's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three (3) information pages:

- Top Monthly Base Salary and Total Compensation Data (2 sheets per benchmark)
  - One sheet is sorted by top monthly
  - One sheet is sorted by total monthly
- Benefit Detail (Monthly Equivalent Values)

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the City is compared to the average and median is also reported.

The mean is the sum of the comparator agencies' salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, Gallagher requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 35 of the established and six (6) of the proposed classifications out of the 53 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, Gallagher recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

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Market Compensation Findings

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market). Please note that 6 (six) proposed classifications and 12 classifications with an insufficient number of matches in the labor market are not included.

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Recreation Leader II	4	20.0%	Non-benefitted
Library Clerk II	7	14.0%	20.1%
Police Services Officer II	4	13.6%	18.5%
Property and Evidence Technician	6	10.3%	16.3%
Human Resources Specialist	7	7.4%	10.4%
Public Services Manager	6	6.1%	9.7%
Wastewater Treatment Plant Operator II	5	6.0%	14.1%
Finance Supervisor	6	5.6%	4.5%
Police Officer	7	5.6%	14.6%
Recreation and Special Events Coordinator	5	5.2%	6.7%
Park Maintenance Worker II	7	2.0%	12.4%
Police Sergeant	7	1.8%	8.9%
Accounting Technician	9	0.5%	3.0%
Water Treatment Plant Operator II	4	0.3%	9.0%
Management Analyst	8	-6.9%	-0.1%
Public Services Supervisor	8	-7.4%	-7.2%
Librarian	4	-8.6%	-1.2%
Water Meter/Distribution Operator II	5	-9.6%	2.3%
Assistant City Clerk	4	-10.4%	-7.4%
Police Captain	7	-11.8%	-2.3%
Building Inspector II	9	-13.6%	-0.7%
Chief of Police	7	-15.40%	-6.40%
Equipment Mechanic	8	-15.7%	-6.7%
Administrative Assistant	10	-16.8%	-4.6%
City Manager	8	-18.9%	-19.5%
Code Enforcement Inspector II	8	-21.1%	-8.9%
Information Technology Technician II	7	-22.4%	-13.6%

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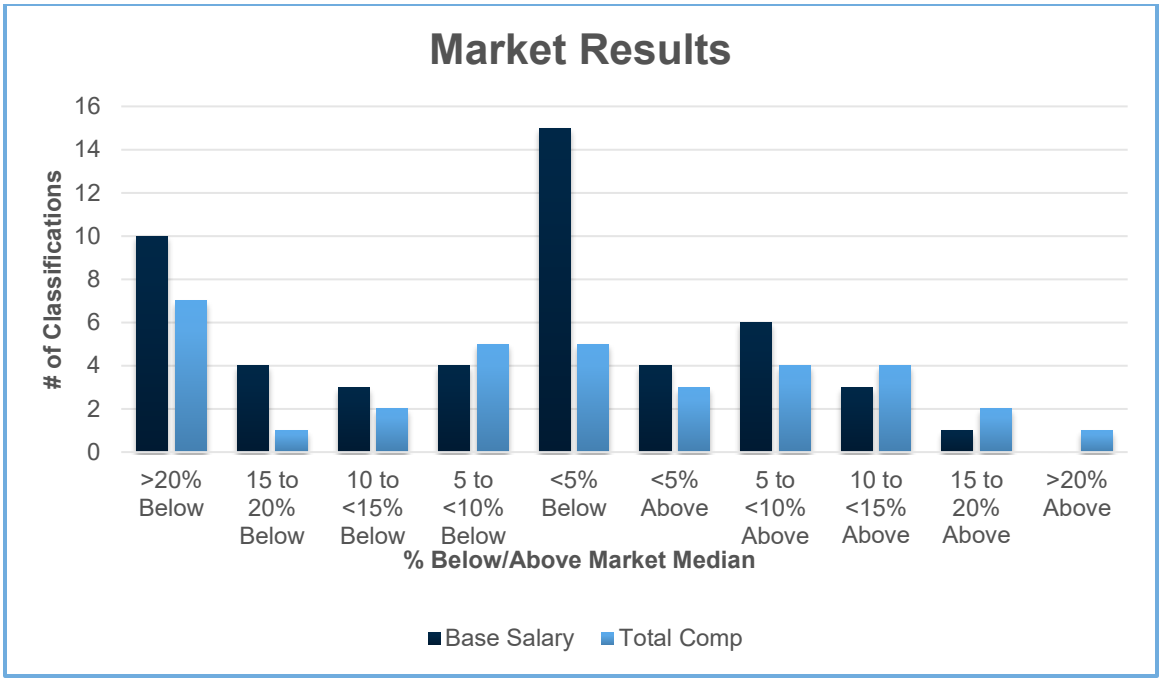
Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Public Services Maintenance Worker II	9	-23.3%	-10.7%
Information Technology Director	4	-29.3%	-25.3%
Human Resources Director	8	-36.1%	-26.1%
Library Manager	7	-37.7%	-20.9%
Community Development Director	8	-39.2%	-32.6%
Public Services Director	7	-39.6%	-33.9%
Finance Director	7	-42.9%	-35.7%
Community Development Technician II	8	-55.4%	-27.9%

Base Salary & Total Comp Market Results

Table 4. Market Base Salary and Total Compensation Results



Base salary market results show that 21 classifications are paid below the market median and 14 classifications are paid above the market median.

# of Classifications	<5%	5-10%	10-15%	15-20%	>20%	Total
Below the Market Median	0	4	3	4	10	21
Above the Market Median	4	6	3	0	1	14

Excluding 1 (one) non-benefited classification, total compensation market results show that 20 classifications are paid below the market median and 14 classifications are paid above the market median.

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# of Classifications	<5%	5-10%	10-15%	15-20%	>20%	Total
Below the Market Median	5	5	2	1	7	20
Above the Market Median	3	4	4	2	1	14

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the City can adopt a different standard.

Overall, the differences between market base salaries and total compensation indicate that the City's benefits package puts the City at a more competitive advantage. Further analysis indicates that, on average, classifications are 11.0% below the market median for base salaries, while that figure changes to 4.2% below the market median for total compensation, which is a 6.8% difference (i.e., the City "gains" a 6.8% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveals the major contributing factors that give the City a competitive advantage are the City's contribution to health insurance premiums and retirement.

Health Insurance: Market data indicates the average monthly employer contribution toward health insurance premiums is $1,840, excluding the City. The City's current 2024 contribution of $2,401 is $561 more than, or 30.5% above, the market average. Table 5 below summarizes comparator agency health insurance contributions as well as the City's contribution.

Table 5. Average Monthly Employer Health Insurance Contributions

Imperial City Employees	Labor Market Average Monthly Health Insurance Contribution	Imperial City Monthly Health Insurance Contribution
Executives	$2,132	$2,401
Management	$2,011	$2,401
Teamsters	$1,994	$2,401
POA Non-Safety	$1,868	$2,401
POA Safety	$1,834	$2,401
POA Management	$1,820	$2,401

Retirement: The City participates in both CalPERS and Social Security. Among the comparators, only three (3) other agencies also participate in CalPERS and Social Security. Of the remaining agencies, five (5) participate in CalPERS but not Social Security, one (1) participates in Social Security only, and one (1) participates in a 37 Act plan but not Social Security.

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Internal Salary Relationships

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the City may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the City's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the City can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
  - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
  - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
  - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, Gallagher utilized market data to develop the salary recommendations for all of the benchmarked classifications and used internal equity principles to make the salary recommendations for four (4) classifications that were not benchmarked. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and "worth" to the City. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for City management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The City may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the City to determine market indexing and salary determination.

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Recommendations

Pay Philosophy

The City has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the City's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Proposed Salary Structure

Currently, the City has a salary structure with ranges that are approximately 2.5% apart from one another. Each salary range has seven steps with 5% between each step. It is recommended that the City maintain a similar salary structure. Appendix III contains the current salary range structure.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. The recommendations are based on total compensation or base salary market results. The following calculation was used:

1. Multiplied the City's current top monthly salary by the percentage difference between the City's total compensation or base salary and the total compensation or base salary market median to calculate the Market Placement Salary.

2. The classification was then placed within the proposed salary range with a Step 7 salary closest to the Market Placement Salary.

Gallagher also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the City decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved, and the salary schedule remains structured and easily administered.

Options for Implementation

While the City may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees' current salaries are significantly below market so that their current

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compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Another option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost-of-living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the City decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 6. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the City's financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. The City may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

The City may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the City may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance meets the City's level of expectation.

When classifications are over market, Gallagher typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost-of-living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- "**Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with the City. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with the City and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are

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currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

Using the Market Data as a Tool

Gallagher would like to reiterate that this report and the findings are meant to be a tool for the City to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the City's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the City an instrument to make future compensation decisions.

It has been a pleasure working with the City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

Gallagher, Formerly Koff & Associates

Mike Harary

Mike Harary
Project Manager

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Appendix I

Results Summary

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City of Imperial
Results Summary
August 2024

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Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Accountant	proposed	$ 7,981	proposed	$ 8,250	proposed	proposed	$ 11,292	proposed	$ 11,777	proposed	10
Accounting Technician	$ 5,914	$ 5,493	7.1%	$ 5,887	0.5%	$ 9,342	$ 8,400	10.1%	$ 9,059	3.0%	9
Administrative Assistant	$ 4,736	$ 5,411	-14.3%	$ 5,531	-16.8%	$ 7,959	$ 8,256	-3.7%	$ 8,328	-4.6%	10
Assistant City Clerk	$ 7,386	$ 8,307	-12.5%	$ 8,153	-10.4%	$ 11,069	$ 12,086	-9.2%	$ 11,891	-7.4%	4
Assistant to the City Manager	$ 12,103	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 17,070	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Associate Planner	proposed	$ 8,830	proposed	$ 9,459	proposed	proposed	$ 12,287	proposed	$ 13,328	proposed	7
Building Inspector II	$ 7,206	$ 7,410	-2.8%	$ 8,187	-13.6%	$ 10,858	$ 10,512	3.2%	$ 10,933	-0.7%	9
Building Official	proposed	$ 11,541	proposed	$ 11,265	proposed	proposed	$ 15,527	proposed	$ 14,673	proposed	9
Chief of Police	$13,359	$ 17,249	-29.10%	$ 15,417	-15.40%	$19,042	$ 21,866	-14.80%	$ 20,252	-6.40%	7
City Manager	$ 19,574	$ 22,449	-14.7%	$ 23,267	-18.9%	$ 26,282	$ 29,859	-13.6%	$ 31,412	-19.5%	8
Code Enforcement Inspector II	$ 5,914	$ 6,532	-10.4%	$ 7,165	-21.1%	$ 9,342	$ 9,535	-2.1%	$ 10,174	-8.9%	8
Collection System Worker II	$ 5,227	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,536	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Community Development Director	$ 13,360	$ 16,313	-22.1%	$ 18,591	-39.2%	$ 18,593	$ 21,367	-14.9%	$ 24,662	-32.6%	8
Community Development Technician II	$ 4,398	$ 6,588	-49.8%	$ 6,833	-55.4%	$ 7,562	$ 9,539	-26.1%	$ 9,673	-27.9%	8
Crime Analyst	$ 6,528	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 10,062	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Engineering Technician II	proposed	$ 6,249	proposed	$ 6,665	proposed	proposed	$ 9,113	proposed	$ 9,252	proposed	8
Equipment Mechanic	$ 5,629	$ 6,198	-10.1%	$ 6,515	-15.7%	$ 9,008	$ 9,058	-0.6%	$ 9,613	-6.7%	8
Finance Director	$ 13,360	$ 17,428	-30.5%	$ 19,096	-42.9%	$ 18,593	$ 22,726	-22.2%	$ 25,232	-35.7%	7
Finance Manager	proposed	$ 11,349	proposed	$ 12,092	proposed	proposed	$ 15,408	proposed	$ 16,113	proposed	8
Finance Supervisor	$ 12,103	$ 11,120	8.1%	$ 11,424	5.6%	$ 16,605	$ 15,287	7.9%	$ 15,866	4.5%	6
Fleet and Facilities Supervisor	proposed	$ 8,901	proposed	$ 9,456	proposed	proposed	$ 12,359	proposed	$ 12,870	proposed	8
Human Resources Director	$ 12,103	$ 16,068	-32.8%	$ 16,472	-36.1%	$ 17,070	$ 21,389	-25.3%	$ 21,534	-26.1%	8
Human Resources Specialist	$ 7,760	$ 6,578	15.2%	$ 7,186	7.4%	$ 11,807	$ 9,602	18.7%	$ 10,582	10.4%	7
Information Technology Director	$ 13,360	$ 18,028	-34.9%	$ 17,268	-29.3%	$ 18,593	$ 23,698	-27.5%	$ 23,305	-25.3%	4
Information Technology Technician II	$ 5,914	$ 7,008	-18.5%	$ 7,237	-22.4%	$ 9,342	$ 10,084	-7.9%	$ 10,610	-13.6%	7
Librarian	$ 7,386	$ 7,766	-5.1%	$ 8,024	-8.6%	$ 11,069	$ 10,996	0.7%	$ 11,203	-1.2%	4
Library Assistant	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Library Clerk	$ 4,736	$ 4,313	8.9%	$ 4,073	14.0%	$ 7,959	$ 6,892	13.4%	$ 6,361	20.1%	7
Library Manager	$ 7,954	$ 10,306	-29.6%	$ 10,956	-37.7%	$ 11,736	$ 13,967	-19.0%	$ 14,190	-20.9%	7
Library Page*	$ 24.14	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	N/A	N/A	N/A	N/A	N/A	1
Library Technician	$ 5,100	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,386	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Lifeguard/Swim Instructor*	$ 24.75	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	N/A	N/A	N/A	N/A	N/A	2
Management Analyst	$ 7,760	$ 7,935	-2.3%	$ 8,295	-6.9%	$ 11,807	$ 11,305	4.3%	$ 11,820	-0.1%	8
Park Maintenance Worker II	$ 4,736	$ 4,597	2.9%	$ 4,640	2.0%	$ 7,959	$ 7,135	10.4%	$ 6,973	12.4%	7
Parks and Recreation Director	$ 13,360	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 18,593	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Police Captain	$ 12,103	$ 13,636	-12.7%	$ 13,532	-11.8%	$ 17,520	$ 17,495	0.1%	$ 17,931	-2.3%	7
Police Corporal	$ 8,153	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 11,969	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Police Officer	$ 7,030	$ 7,647	-8.8%	$ 6,640	5.6%	$ 10,652	$ 10,398	2.4%	$ 9,100	14.6%	7
Police Sergeant	$ 9,224	$ 10,141	-9.9%	$ 9,055	1.8%	$ 13,226	$ 13,235	-0.1%	$ 12,044	8.9%	7
Police Services Officer II	$ 5,629	$ 4,861	13.7%	$ 4,863	13.6%	$ 9,008	$ 7,451	17.3%	$ 7,342	18.5%	4
Property and Evidence Technician	$ 5,629	$ 5,330	5.3%	$ 5,050	10.3%	$ 9,008	$ 7,998	11.2%	$ 7,536	16.3%	6
Public Services Director	$ 13,360	$ 17,918	-34.1%	$ 18,650	-39.6%	$ 18,593	$ 23,542	-26.6%	$ 24,904	-33.9%	7

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City of Imperial
Results Summary
August 2024

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Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Public Services Maintenance Worker II	$ 4,736	$ 5,516	-16.5%	$ 5,837	-23.3%	$ 7,959	$ 8,356	-5.0%	$ 8,808	-10.7%	9
Public Services Manager	$ 12,103	$ 10,958	9.5%	$ 11,363	6.1%	$ 17,070	$ 15,030	12.0%	$ 15,414	9.7%	6
Public Services Supervisor	$ 8,780	$ 9,028	-2.8%	$ 9,433	-7.4%	$ 12,705	$ 12,594	0.9%	$ 13,623	-7.2%	8
Recreation and Special Events Coordinator	$ 6,859	$ 6,539	4.7%	$ 6,500	5.2%	$ 10,450	$ 9,560	8.5%	$ 9,755	6.7%	5
Recreation Leader II*	$ 24.75	$ 20.53	17.1%	$ 19.80	20.0%	N/A	N/A	N/A	N/A	N/A	4
Utility Maintenance Worker II	$ 5,227	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,536	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Wastewater Plant Chief Operator	$ 8,780	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 13,042	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Wastewater Treatment Plant Operator II	$ 6,692	$ 6,290	6.0%	$ 6,292	6.0%	$ 10,254	$ 9,103	11.2%	$ 8,804	14.1%	5
Water Meter/Distribution Operator II	$ 5,629	$ 6,131	-8.9%	$ 6,169	-9.6%	$ 9,008	$ 9,018	-0.1%	$ 8,804	2.3%	5
Water Plant Chief Operator	$ 8,780	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 13,042	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Water Treatment Plant Operator II	$ 6,692	$ 6,784	-1.4%	$ 6,669	0.3%	$ 10,254	$ 9,694	5.5%	$ 9,332	9.0%	4
		AVERAGE:	**-9.0%**	**AVERAGE:**	**-11.0%**		**AVERAGE:**	**-2.4%**	**AVERAGE:**	**-4.2%**	

**Non-benefitted benchmark.*

Appendix II

Market Compensation Findings

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Accountant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Accountant	Proposed					
2	City of Palm Desert	Accountant	$ 10,116	$ 4,131	$ 14,247	7/1/2024	7/1/2025	3.00%
3	City of Palm Springs	Accountant	$ 9,739	$ 3,885	$ 13,624	7/1/2024	7/1/2025	5.00%
4	City of Indio	Accountant	$ 9,660	$ 3,911	$ 13,571	7/1/2024	7/1/2025	3.00%
5	Imperial Irrigation District	Financial Accountant	$ 9,368	$ 4,456	$ 13,823	1/1/2024	1/1/2025	4.00%
6	City of Coachella	Accountant	$ 9,202	$ 3,716	$ 12,918	7/1/2024	7/1/2025	4.00%
7	City of Brawley	Accountant	$ 7,297	$ 3,340	$ 10,637	7/1/2024	unknown	unknown
8	City of El Centro	Accountant	$ 6,967	$ 2,615	$ 9,582	7/1/2024	unknown	unknown
9	County of San Diego	Associate Accountant	$ 6,857	$ 2,598	$ 9,455	6/28/2024	unknown	unknown
10	County of Imperial	Accountant-Auditor	$ 5,952	$ 2,295	$ 8,247	7/12/2024	unknown	unknown
11	City of Calexico	Accountant	$ 4,652	$ 2,166	$ 6,818	1/1/2023	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,981	$ 11,292
% City of Imperial Above/Below		
Median of Comparators	$ 8,250	$ 11,777
% City of Imperial Above/Below		
Number of Matches	10	10

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Accounting Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Accounting Technician II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	City of Coachella	Accounting Technician	$ 6,656	$ 3,312	$ 9,969	7/1/2024	7/1/2025	4.00%
3	City of Indio	Accounting Technician II	$ 6,450	$ 3,019	$ 9,469	7/1/2024	7/1/2025	3.00%
4	Imperial Irrigation District	Accounting Technician	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
5	**City of Imperial**	**Accounting Technician**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of Palm Springs	Account Clerk II	$ 5,887	$ 3,172	$ 9,059	7/1/2024	7/1/2025	5.00%
7	City of Brawley	Senior Accounting Assistant	$ 4,907	$ 2,906	$ 7,814	7/1/2024	unknown	unknown
8	County of San Diego	Account Clerk Specialist	$ 4,699	$ 2,357	$ 7,056	6/28/2024	unknown	unknown
9	County of Imperial[1]	[Accounting Technician/ Account Clerk II]	$ 3,691	$ 2,051	$ 5,742	7/12/2024	unknown	unknown
10	City of Calexico	Accounting Assistant II	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,493	$ 8,400
% City of Imperial Above/Below	7.1%	10.1%
Median of Comparators	$ 5,887	$ 9,059
% City of Imperial Above/Below	0.5%	3.0%
Number of Matches	9	9

N/C - Non Comparator

1 - County of Imperial: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Administrative Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Administrative Assistant II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	City of Indio	Administrative Assistant	$ 6,482	$ 3,025	$ 9,507	7/1/2024	7/1/2025	3.00%
3	Imperial Irrigation District[1]	[Administrative Assistant II/ Clerical Technician]	$ 6,453	$ 3,663	$ 10,116	1/1/2024	1/1/2025	4.00%
4	City of Palm Springs	Administrative Assistant	$ 6,183	$ 3,212	$ 9,395	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Department Assistant II	$ 5,750	$ 3,168	$ 8,918	7/1/2024	7/1/2025	4.00%
6	County of San Diego	Administrative Secretary II	$ 5,313	$ 2,426	$ 7,738	6/28/2024	unknown	unknown
7	City of El Centro	Staff Assistant	$ 4,965	$ 2,372	$ 7,337	7/1/2024	unknown	unknown
8	**City of Imperial**	**Administrative Assistant**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
9	County of Imperial	Administrative Secretary	$ 4,167	$ 2,103	$ 6,270	7/12/2024	unknown	unknown
10	City of Brawley	Administrative Office Clerk	$ 3,607	$ 2,671	$ 6,278	7/1/2024	unknown	unknown
11	City of Calexico	Administrative Assistant	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,411	$ 8,256
% City of Imperial Above/Below	-14.3%	-3.7%
Median of Comparators	$ 5,531	$ 8,328
% City of Imperial Above/Below	-16.8%	-4.6%
Number of Matches	10	10

N/C - Non Comparator

1 - Imperial Irrigation District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Assistant City Clerk

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Deputy City Clerk	$ 9,498	$ 4,125	$ 13,623	7/1/2024	7/1/2025	3.00%
2	City of Palm Desert	Deputy City Clerk II	$ 8,511	$ 3,952	$ 12,463	7/1/2024	7/1/2025	3.00%
3	City of Indio	Deputy City Clerk	$ 7,795	$ 3,523	$ 11,318	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Deputy City Clerk	$ 7,422	$ 3,519	$ 10,941	7/1/2024	7/1/2025	5.00%
5	**City of Imperial**	**Assistant City Clerk**	**$ 7,386**	**$ 3,683**	**$ 11,069**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of El Centro	N/C						
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Calexico	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,307	$ 12,086
% City of Imperial Above/Below	-12.5%	-9.2%
Median of Comparators	$ 8,153	$ 11,891
% City of Imperial Above/Below	-10.4%	-7.4%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Assistant to the City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Special Assistant to the City Manager	$ 13,561	$ 4,748	$ 18,309	7/1/2024	7/1/2025	5.00%
2	City of Coachella	Assistant to the City Manager	$ 12,573	$ 4,729	$ 17,302	7/1/2024	7/1/2025	3.00%
3	**City of Imperial**	**Assistant to the City Manager**	**$ 12,103**	**$ 4,967**	**$ 17,070**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	City of El Centro	N/C						
8	Imperial Irrigation District	N/C						
9	City of Brawley	N/C						
10	City of Palm Desert	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Associate Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Associate Planner	Proposed					
2	City of Palm Desert	Associate Planner	$ 10,367	$ 4,159	$ 14,526	7/1/2024	7/1/2025	3.00%
3	City of Palm Springs	Associate Planner	$ 9,988	$ 3,924	$ 13,912	7/1/2024	7/1/2025	5.00%
4	City of Coachella	Associate Planner	$ 9,780	$ 4,180	$ 13,960	7/1/2024	7/1/2025	3.00%
5	City of Indio	Associate Planner	$ 9,459	$ 3,869	$ 13,328	7/1/2024	7/1/2025	3.00%
6	County of San Diego	Land Use/Environmental Planner II	$ 8,670	$ 2,800	$ 11,470	6/28/2024	unknown	unknown
7	City of El Centro	Associate Planner	$ 7,378	$ 2,948	$ 10,326	7/1/2024	unknown	unknown
8	County of Imperial	Planner II	$ 6,167	$ 2,318	$ 8,485	7/12/2024	unknown	unknown
9	Imperial Irrigation District	N/C						
10	City of Calexico	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,830	$ 12,287
% City of Imperial Above/Below		
Median of Comparators	$ 9,459	$ 13,328
% City of Imperial Above/Below		
Number of Matches	7	7

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Building Inspector II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Building Inspector II	$ 8,941	$ 4,000	$ 12,941	7/1/2024	7/1/2025	3.00%
2	City of Indio	Building Inspector II	$ 8,865	$ 3,745	$ 12,611	7/1/2024	7/1/2025	3.00%
3	City of Coachella	Building Inspector II	$ 8,607	$ 3,621	$ 12,228	7/1/2024	7/1/2025	4.00%
4	City of Palm Springs	Building Inspector	$ 8,316	$ 3,499	$ 11,815	7/1/2024	7/1/2025	5.00%
5	County of San Diego	Building Inspector II	$ 8,187	$ 2,746	$ 10,933	6/28/2024	unknown	unknown
6	**City of Imperial**	**Building Inspector II**	**$ 7,206**	**$ 3,652**	**$ 10,858**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Building Inspector	$ 6,680	$ 3,228	$ 9,908	7/1/2024	unknown	unknown
8	County of Imperial	Building Inspector II	$ 5,734	$ 2,271	$ 8,005	7/12/2024	unknown	unknown
9	City of El Centro	Building Inspector	$ 5,691	$ 2,460	$ 8,151	7/1/2024	unknown	unknown
10	City of Calexico	Building Inspector II	$ 5,668	$ 2,351	$ 8,019	1/1/2023	unknown	unknown
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,410	$ 10,512
% City of Imperial Above/Below	-2.8%	3.2%
Median of Comparators	$ 8,187	$ 10,933
% City of Imperial Above/Below	-13.6%	-0.7%
Number of Matches	9	9

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Building Official

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Building Official	Proposed					
2	City of Palm Desert	Chief Building Official	$ 16,172	$ 4,807	$ 20,979	7/1/2024	7/1/2025	3.00%
3	City of Indio	Chief Building Official	$ 15,312	$ 5,568	$ 20,880	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Building Official	$ 13,898	$ 4,808	$ 18,706	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Building Official	$ 12,460	$ 4,707	$ 17,168	7/1/2024	7/1/2025	3.00%
6	County of San Diego	Building/Enforcement Manager	$ 11,265	$ 3,270	$ 14,535	6/28/2024	unknown	unknown
7	City of El Centro	Assistant Community Development Director	$ 10,868	$ 3,805	$ 14,673	7/1/2024	unknown	unknown
8	County of Imperial	Building Division Manager	$ 9,312	$ 2,925	$ 12,238	7/12/2024	unknown	unknown
9	City of Brawley	Building Official	$ 8,326	$ 3,526	$ 11,852	7/1/2024	unknown	unknown
10	City of Calexico	Building Official	$ 6,256	$ 2,457	$ 8,713	1/1/2023	unknown	unknown
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,541	$ 15,527
% City of Imperial Above/Below		
Median of Comparators	$ 11,265	$ 14,673
% City of Imperial Above/Below		
Number of Matches	9	9

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Chief of Police

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Police Chief	$ 23,875	$ 6,573	$ 30,448	7/1/2024	7/1/2025	5.00%
2	City of Indio	Chief of Police	$ 19,648	$ 4,632	$ 24,281	7/1/2024	unknown	unknown
3	County of San Diego	Sheriff's Commander	$ 18,435	$ 4,087	$ 22,522	6/28/2024	unknown	unknown
4	City of Brawley	Chief of Police	$ 15,417	$ 4,835	$ 20,252	8/6/2024	8/6/2025	5.40%
5	County of Imperial	Sheriff-Coroner	$ 15,160	$ 4,174	$ 19,333	7/12/2024	unknown	unknown
6	City of El Centro	Chief of Police	$ 14,534	$ 4,541	$ 19,075	7/1/2024	unknown	unknown
7	City of Calexico	Police Chief	$ 13,674	$ 3,480	$ 17,154	12/7/2022	unknown	unknown
8	**City of Imperial**	**Chief of Police**	**$ 13,359**	**$ 5,683**	**$ 19,042**	**7/1/2024**	**7/1/2025**	**2.50%**
9	City of Coachella	N/C						
10	City of Palm Desert	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,249	$ 21,866
% City of Imperial Above/Below	-29.10%	-14.80%
Median of Comparators	$ 15,417	$ 20,252
% City of Imperial Above/Below	-15.40%	-6.40%
Number of Matches	9	9

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	City Manager	$ 27,083	$ 9,099	$ 36,182	3/1/2023	unknown	unknown
2	City of Palm Desert	City Manager	$ 26,306	$ 5,937	$ 32,244	7/1/2024	7/1/2025	3.00%
3	City of Indio	City Manager	$ 25,417	$ 9,728	$ 35,145	7/1/2024	unknown	unknown
4	City of Coachella	City Manager	$ 23,917	$ 10,069	$ 33,986	1/24/2024	1/24/2025	Up to 7.00%
5	Imperial Irrigation District	General Manager, Assistant	$ 22,616	$ 7,963	$ 30,579	1/1/2024	1/1/2025	4.00%
6	City of El Centro	City Manager	$ 20,400	$ 5,476	$ 25,876	7/1/2024	7/1/2025	2.00%
7	**City of Imperial**	**City Manager**	**$ 19,574**	**$ 6,708**	**$ 26,282**	**7/1/2024**	**7/1/2025**	**2.50%**
8	City of Calexico	City Manager	$ 18,334	$ 5,486	$ 23,820	6/15/2022	unknown	unknown
9	City of Brawley	City Manager	$ 15,522	$ 5,516	$ 21,038	7/1/2024	11/4/2024	1.50%
10	County of Imperial	N/C						
11	County of San Diego	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 22,449	$ 29,859
% City of Imperial Above/Below	-14.7%	-13.6%
Median of Comparators	$ 23,267	$ 31,412
% City of Imperial Above/Below	-18.9%	-19.5%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Code Enforcement Inspector II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Code Compliance Officer II	$ 8,098	$ 3,906	$ 12,004	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Code Compliance Officer	$ 7,531	$ 3,394	$ 10,925	7/1/2024	7/1/2025	5.00%
3	City of Indio	Code Enforcement Officer II	$ 7,306	$ 3,168	$ 10,474	7/1/2024	7/1/2025	3.00%
4	County of San Diego	Code Enforcement Officer	$ 7,278	$ 2,645	$ 9,923	6/28/2024	unknown	unknown
5	City of Coachella	Code Enforcement Officer	$ 7,051	$ 3,375	$ 10,426	7/1/2024	7/1/2025	4.00%
6	**City of Imperial**	**Code Enforcement Inspector II**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Code Enforcement Officer	$ 5,601	$ 3,032	$ 8,634	7/1/2024	unknown	unknown
8	City of El Centro	Code Enforcement Officer I	$ 4,965	$ 2,372	$ 7,337	7/1/2024	unknown	unknown
9	City of Calexico	Code Enforcement Officer	$ 4,428	$ 2,126	$ 6,554	1/1/2023	unknown	unknown
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,532	$ 9,535
% City of Imperial Above/Below	-10.4%	-2.1%
Median of Comparators	$ 7,165	$ 10,174
% City of Imperial Above/Below	-21.1%	-8.9%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Collection System Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Treatment/Collection System Operator II	$ 6,796	$ 3,334	$ 10,130	7/1/2024	7/1/2025	4.00%
2	**City of Imperial**	**Collection System Worker II**	**$ 5,227**	**$ 3,308**	**$ 8,536**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Wastewater Maintenance Worker	$ 4,472	$ 2,433	$ 6,905	7/1/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

Community Development Director								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Deputy Director, Planning and Development Services	$ 19,978	$ 4,663	$ 24,641	6/28/2024	unknown	unknown
2	City of Palm Desert	Director of Development Services	$ 19,703	$ 5,201	$ 24,904	7/1/2024	7/1/2025	3.00%
3	City of Indio	Director of Community Development	$ 19,096	$ 6,503	$ 25,599	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Director of Development Services	$ 18,977	$ 5,706	$ 24,683	7/1/2024	7/1/2025	5.00%
5	City of Coachella[1]	[Community Development Director/ City Engineer]	$ 18,206	$ 7,548	$ 25,754	7/1/2024	7/1/2025	4.00%
6	**City of Imperial**	**Community Development Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of Imperial[2]	[Assistant Director of Planning and Building Services/ Director of Planning and Building Services]	$ 12,989	$ 3,427	$ 16,416	7/12/2024	unknown	unknown
8	City of El Centro	Director of Community Development	$ 11,050	$ 3,834	$ 14,884	7/1/2024	unknown	unknown
9	City of Calexico	Planning and Building Services Director	$ 10,507	$ 3,551	$ 14,058	11/13/2023	unknown	unknown
10	City of Brawley	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 16,313	$ 21,367
% City of Imperial Above/Below	-22.1%	-14.9%
Median of Comparators	$ 18,591	$ 24,662
% City of Imperial Above/Below	-39.2%	-32.6%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - County of Imperial: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Community Development Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Development Services Technician	$ 8,420	$ 3,913	$ 12,333	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Permit Center Technician	$ 7,915	$ 3,445	$ 11,360	7/1/2024	7/1/2025	5.00%
3	City of Palm Desert	Permit Technician II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
4	County of San Diego	Land Use Technician II	$ 6,854	$ 2,597	$ 9,451	6/28/2024	unknown	unknown
5	City of Indio	Permit Technician II	$ 6,813	$ 3,082	$ 9,896	7/1/2024	7/1/2025	3.00%
6	County of Imperial	Permit Specialist	$ 5,953	$ 2,295	$ 8,248	7/12/2024	unknown	unknown
7	City of El Centro	Permit Center Technician	$ 5,313	$ 2,414	$ 7,727	7/1/2024	unknown	unknown
8	**City of Imperial**	**Community Development Technician II**	**$ 4,398**	**$ 3,164**	**$ 7,562**	**7/1/2024**	**7/1/2025**	**2.50%**
9	City of Calexico	Permit Technician	$ 3,725	$ 1,998	$ 5,723	1/1/2023	unknown	unknown
10	City of Brawley	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,588	$ 9,539
% City of Imperial Above/Below	-49.8%	-26.1%
Median of Comparators	$ 6,833	$ 9,673
% City of Imperial Above/Below	-55.4%	-27.9%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Crime Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Crime and Intelligence Analyst	$ 8,479	$ 2,873	$ 11,352	6/28/2024	unknown	unknown
2	City of Palm Springs	Crime Analyst	$ 7,531	$ 3,394	$ 10,925	7/1/2024	7/1/2025	5.00%
3	City of Indio	IPD Crime Analyst II	$ 6,740	$ 3,299	$ 10,040	1/1/2024	1/1/2025	3.00%
4	**City of Imperial**	**Crime Analyst**	**$ 6,528**	**$ 3,534**	**$ 10,062**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Coachella	N/C						
6	City of Palm Desert	N/C						
7	City of Brawley	N/C						
8	City of Calexico	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Engineering Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Engineering Technician II	Proposed					
2	Imperial Irrigation District	Engineering Technician II	$ 7,598	$ 3,974	$ 11,572	1/1/2024	1/1/2025	4.00%
3	City of Coachella	Engineering Technician	$ 7,210	$ 3,400	$ 10,610	7/1/2024	7/1/2025	4.00%
4	County of San Diego	Engineering Technician II	$ 6,866	$ 2,599	$ 9,465	6/28/2024	unknown	unknown
5	City of Indio	Engineering Technician II	$ 6,847	$ 3,088	$ 9,936	7/1/2024	7/1/2025	3.00%
6	City of El Centro	Engineering Technician	$ 6,483	$ 2,556	$ 9,039	7/1/2024	unknown	unknown
7	City of Brawley	Engineering Technician II	$ 5,337	$ 2,943	$ 8,280	7/1/2024	7/1/2025	2.00%
8	County of Imperial	Civil Engineering Technician	$ 5,111	$ 2,204	$ 7,315	7/12/2024	unknown	unknown
9	City of Calexico	Engineering Technician	$ 4,538	$ 2,146	$ 6,684	1/1/2023	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Palm Springs	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,249	$ 9,113
% City of Imperial Above/Below		
Median of Comparators	$ 6,665	$ 9,252
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Equipment Mechanic

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Vehicle Equipment Mechanic II	$ 8,374	$ 3,585	$ 11,958	7/1/2024	7/1/2025	4.00%
2	City of Palm Springs	Fleet Maintenance Technician III	$ 7,720	$ 3,419	$ 11,139	7/1/2024	7/1/2025	5.00%
3	City of Indio	Fleet Mechanic II	$ 7,020	$ 3,118	$ 10,139	7/1/2024	7/1/2025	3.00%
4	County of San Diego	Senior Fleet Technician	$ 6,777	$ 2,589	$ 9,366	6/28/2024	unknown	unknown
5	Imperial Irrigation District	Mechanic II	$ 6,252	$ 3,608	$ 9,860	1/1/2024	1/1/2025	4.00%
6	**City of Imperial**	**Equipment Mechanic**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of Imperial[1]	[Heavy Equipment Mechanic/ Automotive Mechanic]	$ 4,691	$ 2,159	$ 6,850	7/12/2024	unknown	unknown
8	City of El Centro	Equipment Mechanic I	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
9	City of Calexico	Mechanic I/Service Advisor	$ 4,112	$ 2,069	$ 6,181	1/1/2023	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,198	$ 9,058
% City of Imperial Above/Below	-10.1%	-0.6%
Median of Comparators	$ 6,515	$ 9,613
% City of Imperial Above/Below	-15.7%	-6.7%
Number of Matches	8	8

N/C - Non Comparator

1 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Finance Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Group Finance Director	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
2	City of Palm Desert	Director of Finance	$ 20,197	$ 5,256	$ 25,453	7/1/2024	7/1/2025	3.00%
3	City of Palm Springs	Director of Finance and Treasurer	$ 19,433	$ 5,787	$ 25,220	7/1/2024	7/1/2025	5.00%
4	City of Indio	Director of Finance	$ 19,096	$ 6,136	$ 25,232	7/1/2024	7/1/2025	3.00%
5	City of Coachella	Finance Director	$ 18,374	$ 7,585	$ 25,959	7/1/2024	7/1/2025	4.00%
6	**City of Imperial**	**Finance Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Director of Finance	$ 12,351	$ 3,742	$ 16,093	7/1/2024	unknown	unknown
8	County of Imperial	Deputy CEO - Budget and Finance	$ 11,848	$ 3,822	$ 15,670	7/12/2024	unknown	unknown
9	City of Brawley	N/C						
10	City of Calexico	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,428	$ 22,726
% City of Imperial Above/Below	-30.5%	-22.2%
Median of Comparators	$ 19,096	$ 25,232
% City of Imperial Above/Below	-42.9%	-35.7%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Finance Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Finance Manager	Proposed					
2	City of Palm Springs	Assistant Director of Finance	$ 15,194	$ 5,037	$ 20,231	7/1/2024	7/1/2025	5.00%
3	Imperial Irrigation District[4]	[Officer of Accounting Financial Controller/ Officer Budget & Finance Performance, Assistant]	$ 14,579	$ 6,121	$ 20,700	1/1/2024	1/1/2025	4.00%
4	City of Palm Desert[2]	[Deputy Director of Finance/ Finance Supervisor]	$ 13,734	$ 4,535	$ 18,269	7/1/2024	7/1/2025	3.00%
5	City of Coachella[1]	[Accounting Manager/ Finance Manager]	$ 12,610	$ 4,737	$ 17,346	7/1/2024	7/1/2025	3.00%
6	County of San Diego[3]	[Principal Accountant/ Departmental Budget Manager]	$ 11,573	$ 3,307	$ 14,880	6/28/2024	unknown	unknown
7	City of El Centro	Finance Manager	$ 8,298	$ 3,184	$ 11,482	7/1/2024	unknown	unknown
8	County of Imperial	General Accounting Manager	$ 8,216	$ 2,776	$ 10,992	7/12/2024	unknown	unknown
9	City of Calexico	Finance Manager	$ 6,591	$ 2,771	$ 9,362	7/1/2023	unknown	unknown
10	City of Indio	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,349	$ 15,408
% City of Imperial Above/Below		
Median of Comparators	$ 12,092	$ 16,113
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Palm Desert: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

3 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - Imperial Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Finance Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Payroll and Accounting Manager	$ 12,593	$ 4,577	$ 17,170	7/1/2024	7/1/2025	5.00%
2	City of Indio[1]	[Finance Manager/ Senior Accountant]	$ 12,185	$ 4,436	$ 16,621	7/1/2024	7/1/2025	3.00%
3	**City of Imperial**	**Finance Supervisor**	**$ 12,103**	**$ 4,502**	**$ 16,605**	**7/1/2024**	**7/1/2025**	**2.50%**
4	Imperial Irrigation District	Supervisor, Payroll & Accounts Payable Services	$ 11,956	$ 5,160	$ 17,115	1/1/2024	1/1/2025	4.00%
5	City of Palm Desert	Finance Supervisor	$ 10,892	$ 4,218	$ 15,110	7/1/2024	7/1/2025	3.00%
6	County of San Diego[2]	[Principal Accountant/ Senior Accountant]	$ 10,007	$ 2,949	$ 12,956	6/28/2024	unknown	unknown
7	City of Brawley	Finance Manager	$ 9,088	$ 3,664	$ 12,752	7/1/2024	unknown	unknown
8	City of Coachella	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,120	$ 15,287
% City of Imperial Above/Below	8.1%	7.9%
Median of Comparators	$ 11,424	$ 15,866
% City of Imperial Above/Below	5.6%	4.5%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Indio: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - County of San Diego: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Fleet and Facilities Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Fleet and Facilities Supervisor	Proposed					
2	Imperial Irrigation District[6]	[Supervisor, Fleet Services/ Foreman, General Facilities Management Services]	$ 11,386	$ 5,005	$ 16,391	1/1/2024	1/1/2025	4.00%
3	City of Indio	Fleet Mechanic Supervisor	$ 10,042	$ 3,990	$ 14,033	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs[3]	[Fleet Maintenance Manager/ Fleet Maintenance Technician, Lead]	$ 9,947	$ 3,917	$ 13,864	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Fleet Services Coordinator	$ 9,873	$ 3,822	$ 13,696	7/1/2024	7/1/2025	4.00%
6	County of San Diego[5]	[Fleet Coordinator/ Fleet Team Lead]	$ 9,039	$ 3,005	$ 12,044	6/28/2024	unknown	unknown
7	City of Calexico[1]	[Supervisor - Maintenance and Operations/ Supervisor-Fleet Maintenance]	$ 7,648	$ 2,709	$ 10,357	1/1/2023	unknown	unknown
8	City of El Centro[2]	[Building and Facilities Maintenance Supervisor/ Chief Mechanic]	$ 6,967	$ 2,882	$ 9,849	7/1/2024	unknown	unknown
9	County of Imperial[4]	[Maintenance Supervisor II/ Supervising Vehicle and Light Equipment Mechanic]	$ 6,306	$ 2,333	$ 8,639	7/12/2024	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,901	$ 12,359
% City of Imperial Above/Below		
Median of Comparators	$ 9,456	$ 12,870
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - City of Calexico: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of El Centro: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Palm Springs: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

4 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - County of San Diego: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

6 - Imperial Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Human Resources Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Group Human Resources Director	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
2	City of Indio	Director of Human Resources and Risk Management	$ 19,096	$ 6,723	$ 25,819	7/1/2024	7/1/2025	3.00%
3	Imperial Irrigation District	Manager, Human Resources	$ 18,607	$ 7,044	$ 25,650	1/1/2024	1/1/2025	4.00%
4	City of Palm Springs	Director of Human Resources	$ 16,772	$ 5,316	$ 22,088	7/1/2024	7/1/2025	5.00%
5	City of Palm Desert	Human Resources Manager	$ 16,172	$ 4,807	$ 20,979	7/1/2024	7/1/2025	3.00%
6	City of Coachella	Human Resources Manager	$ 14,513	$ 6,301	$ 20,814	7/1/2024	7/1/2025	4.00%
7	**City of Imperial**	**Human Resources Director**	**$ 12,103**	**$ 4,967**	**$ 17,070**	**7/1/2024**	**7/1/2025**	**2.50%**
8	County of Imperial	Deputy Director of Human Resources and Risk Management	$ 11,848	$ 3,822	$ 15,670	7/12/2024	unknown	unknown
9	City of El Centro	Director of Human Resources	$ 10,837	$ 3,800	$ 14,637	7/1/2024	unknown	unknown
10	City of Brawley	N/C						
11	City of Calexico	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 16,068	$ 21,389
% City of Imperial Above/Below	-32.8%	-25.3%
Median of Comparators	$ 16,472	$ 21,534
% City of Imperial Above/Below	-36.1%	-26.1%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Human Resources Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Imperial Irrigation District	Human Resources Specialist I	$ 8,092	$ 4,109	$ 12,201	1/1/2024	1/1/2025	4.00%
2	City of Palm Springs	Human Resources Specialist	$ 7,999	$ 3,610	$ 11,609	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Human Resources Specialist**	**$ 7,760**	**$ 4,046**	**$ 11,807**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Indio	Human Resources Specialist	$ 7,453	$ 3,165	$ 10,618	7/1/2024	7/1/2025	3.00%
5	City of Coachella	Human Resources Technician	$ 7,186	$ 3,396	$ 10,582	7/1/2024	7/1/2025	4.00%
6	County of Imperial	Human Resources Specialist-Confidential	$ 5,527	$ 2,249	$ 7,776	7/12/2024	unknown	unknown
7	County of San Diego	Human Resources Assistant	$ 5,467	$ 2,537	$ 8,004	6/28/2024	unknown	unknown
8	City of Calexico	Human Resources - Risk Management Technician	$ 4,320	$ 2,106	$ 6,426	1/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Brawley	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,578	$ 9,602
% City of Imperial Above/Below	15.2%	18.7%
Median of Comparators	$ 7,186	$ 10,582
% City of Imperial Above/Below	7.4%	10.4%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Information Technology Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Group Information Technology Manager	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
2	City of Palm Springs	Director of Information Technology	$ 17,619	$ 5,466	$ 23,085	7/1/2024	7/1/2025	5.00%
3	City of Indio	Director of Information Technology	$ 16,918	$ 5,809	$ 22,727	7/1/2024	7/1/2025	3.00%
4	Imperial Irrigation District	Chief Information Officer, Assistant	$ 16,877	$ 6,647	$ 23,524	1/1/2024	1/1/2025	4.00%
5	**City of Imperial**	**Information Technology Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of Coachella	N/C						
7	City of Palm Desert	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 18,028	$ 23,698
% City of Imperial Above/Below	-34.9%	-27.5%
Median of Comparators	$ 17,268	$ 23,305
% City of Imperial Above/Below	-29.3%	-25.3%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Information Technology Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Information Technology Technician	$ 8,524	$ 3,527	$ 12,051	7/1/2024	7/1/2025	5.00%
2	City of Indio	Information Technology Support Technician	$ 7,603	$ 3,220	$ 10,823	7/1/2024	7/1/2025	3.00%
3	County of San Diego	Information Technology Specialist	$ 7,505	$ 2,822	$ 10,327	6/28/2024	unknown	unknown
4	Imperial Irrigation District	Personal Computer Technician	$ 7,237	$ 3,876	$ 11,113	1/1/2024	1/1/2025	4.00%
5	City of Coachella	Information Technology Technician	$ 7,210	$ 3,400	$ 10,610	7/1/2024	7/1/2025	4.00%
6	City of El Centro	Computer Support Technician	$ 6,084	$ 2,508	$ 8,592	7/1/2024	unknown	unknown
7	**City of Imperial**	**Information Technology Technician II**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
8	County of Imperial	Department Systems Support Technician II	$ 4,893	$ 2,181	$ 7,074	7/12/2024	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Brawley	N/C						
11	City of Calexico	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,008	$ 10,084
% City of Imperial Above/Below	-18.5%	-7.9%
Median of Comparators	$ 7,237	$ 10,610
% City of Imperial Above/Below	-22.4%	-13.6%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Librarian

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Librarian II	$ 9,868	$ 4,104	$ 13,972	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Librarian	$ 8,398	$ 3,673	$ 12,071	7/1/2024	7/1/2025	5.00%
3	County of San Diego	Librarian II	$ 7,649	$ 2,686	$ 10,335	6/28/2024	unknown	unknown
4	**City of Imperial**	**Librarian**	**$ 7,386**	**$ 3,683**	**$ 11,069**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Calexico	Reference Librarian	$ 5,149	$ 2,455	$ 7,604	7/1/2023	unknown	unknown
6	City of Coachella	N/C						
7	City of Indio	N/C						
8	City of Brawley	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,766	$ 10,996
% City of Imperial Above/Below	-5.1%	0.7%
Median of Comparators	$ 8,024	$ 11,203
% City of Imperial Above/Below	-8.6%	-1.2%
Number of Matches	4	4

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Library Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Library Assistant	Proposed					
2	City of Palm Desert	Librarian I	$ 9,393	$ 4,051	$ 13,444	7/1/2024	7/1/2025	3.00%
3	City of Brawley	N/C						
4	County of Imperial	N/C						
5	City of El Centro	N/C						
6	City of Calexico	N/C						
7	County of San Diego	N/C						
8	Imperial Irrigation District	N/C						
9	City of Palm Springs	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below		
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below		
Number of Matches	1	1

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Library Clerk

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Library Assistant	$ 5,732	$ 3,642	$ 9,374	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Library Assistant, Senior	$ 5,601	$ 3,134	$ 8,735	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Library Clerk**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Brawley	Library Clerk	$ 4,496	$ 2,832	$ 7,328	7/1/2024	unknown	unknown
5	County of San Diego	Library Technician I	$ 4,073	$ 2,287	$ 6,361	6/28/2024	unknown	unknown
6	City of El Centro	Library Assistant	$ 3,676	$ 2,216	$ 5,892	7/1/2024	unknown	unknown
7	City of Calexico	Library Assistant II	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
8	County of Imperial	Library Assistant I	$ 3,133	$ 1,991	$ 5,125	7/12/2024	unknown	unknown
9	City of Coachella	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,313	$ 6,892
% City of Imperial Above/Below	8.9%	13.4%
Median of Comparators	$ 4,073	$ 6,361
% City of Imperial Above/Below	14.0%	20.1%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Library Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Assistant Director of Library Services	$ 13,504	$ 4,509	$ 18,013	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs[2]	[Director of Library Services/ Library Operations & Collections Manager]	$ 13,021	$ 4,402	$ 17,423	7/1/2024	7/1/2025	5.00%
3	County of Imperial	County Librarian	$ 11,204	$ 3,734	$ 14,938	7/12/2024	unknown	unknown
4	County of San Diego	Principal Librarian	$ 10,956	$ 3,233	$ 14,190	6/28/2024	unknown	unknown
5	City of El Centro[1]	[Library Director/ Library Operations Supervisor]	$ 8,739	$ 3,465	$ 12,204	7/1/2024	unknown	unknown
6	**City of Imperial**	**Library Manager**	**$ 7,954**	**$ 3,782**	**$ 11,736**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Library Manager	$ 7,623	$ 3,399	$ 11,021	7/1/2024	unknown	unknown
8	City of Calexico	Library Manager	$ 7,098	$ 2,883	$ 9,981	7/1/2023	unknown	unknown
9	City of Coachella	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,306	$ 13,967
% City of Imperial Above/Below	-29.6%	-19.0%
Median of Comparators	$ 10,956	$ 14,190
% City of Imperial Above/Below	-37.7%	-20.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of El Centro: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - City of Palm Springs: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Library Page

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	**City of Imperial**	**Library Page**	**$ 24.14**	**N/A**	**N/A**	**7/1/2024**	**7/1/2025**	**2.50%**
2	City of Palm Springs	Library Page	$ 23.42	N/A	N/A	7/1/2024	7/1/2025	5.00%
3	City of Calexico	N/C						
4	County of San Diego	N/C						
5	County of Imperial	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Median of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Number of Matches	1	N/A

N/C - Non Comparator

**Non-benefitted benchmark*

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Library Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Library Technician	$ 5,100	$ 3,286	$ 8,386	7/1/2024	7/1/2025	2.50%
2	County of San Diego	Library Technician II	$ 4,789	$ 2,367	$ 7,156	6/28/2024	unknown	unknown
3	City of Coachella	N/C						
4	City of Palm Springs	N/C						
5	City of Palm Desert	N/C						
6	City of Indio	N/C						
7	City of Brawley	N/C						
8	City of Calexico	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Lifeguard/Swim Instructor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Lifeguard	$ 25.88	N/A	N/A	7/1/2024	7/1/2025	5.00%
2	**City of Imperial**	**Lifeguard/Swim Instructor**	**$ 24.75**	**N/A**	**N/A**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Lifeguard	$ 16.00	N/A	N/A	7/1/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Median of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Number of Matches	2	N/A

N/C - Non Comparator

**Non-benefitted benchmark*

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Management Analyst II	$ 9,868	$ 4,104	$ 13,972	7/1/2024	7/1/2025	3.00%
2	City of Coachella	Management Analyst	$ 9,353	$ 4,096	$ 13,449	7/1/2024	7/1/2025	3.00%
3	City of Indio	Management Analyst	$ 9,190	$ 3,813	$ 13,003	7/1/2024	7/1/2025	3.00%
4	County of San Diego	Administrative Analyst II	$ 8,499	$ 2,940	$ 11,439	6/28/2024	unknown	unknown
5	Imperial Irrigation District	Department Analyst	$ 8,092	$ 4,109	$ 12,201	1/1/2024	1/1/2025	4.00%
6	**City of Imperial**	**Management Analyst**	**$ 7,760**	**$ 4,046**	**$ 11,807**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Management Analyst I	$ 6,981	$ 3,282	$ 10,263	7/1/2024	unknown	unknown
8	County of Imperial	Administrative Analyst I	$ 6,104	$ 2,311	$ 8,415	7/12/2024	unknown	unknown
9	City of Calexico	Public Works Analyst	$ 5,395	$ 2,301	$ 7,696	1/1/2023	unknown	unknown
10	City of Palm Springs	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,935	$ 11,305
% City of Imperial Above/Below	-2.3%	4.3%
Median of Comparators	$ 8,295	$ 11,820
% City of Imperial Above/Below	-6.9%	-0.1%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Park Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs[1]	[Maintenance Mechanic I - Parks/ Maintenance Worker I]	$ 6,500	$ 3,255	$ 9,755	7/1/2024	7/1/2025	5.00%
2	City of Coachella	Public Works Maintenance Worker	$ 5,480	$ 3,125	$ 8,606	7/1/2024	7/1/2025	4.00%
3	County of San Diego	Park Maintenance Worker	$ 4,749	$ 2,363	$ 7,112	6/28/2024	unknown	unknown
4	**City of Imperial**	**Park Maintenance Worker II**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of El Centro	Park Maintenance Worker II	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
6	City of Brawley	Parks Maintenance Worker	$ 4,181	$ 2,743	$ 6,923	7/1/2024	7/1/2025	2.00%
7	City of Calexico	Laborer	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
8	County of Imperial	Grounds Maintenance Worker I	$ 3,150	$ 1,993	$ 5,143	7/12/2024	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,597	$ 7,135
% City of Imperial Above/Below	2.9%	10.4%
Median of Comparators	$ 4,640	$ 6,973
% City of Imperial Above/Below	2.0%	12.4%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Palm Springs: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Parks and Recreation Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Deputy Director, Parks and Recreation	$ 16,845	$ 4,253	$ 21,097	6/28/2024	unknown	unknown
2	City of Palm Springs	Director of Parks and Recreation	$ 16,772	$ 5,316	$ 22,088	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Parks and Recreation Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of El Centro	Director of Community Services	$ 11,471	$ 4,001	$ 15,472	7/1/2024	unknown	unknown
5	City of Coachella	N/C						
6	City of Palm Desert	N/C						
7	City of Indio	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Police Captain

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Police Captain	$ 18,336	$ 4,648	$ 22,984	7/1/2024	unknown	unknown
2	City of Indio	Assistant Police Chief	$ 17,764	$ 3,963	$ 21,727	7/1/2024	7/1/2025	3.00%
3	County of San Diego	Sheriff's Captain	$ 16,037	$ 3,784	$ 19,821	6/28/2024	6/27/2025	2.75%
4	City of El Centro	Commander	$ 13,532	$ 4,399	$ 17,931	7/1/2024	unknown	unknown
5	**City of Imperial**	**Police Captain**	**$ 12,103**	**$ 5,417**	**$ 17,520**	**7/1/2024**	**7/1/2025**	**2.50%**
6	County of Imperial	Undersheriff	$ 11,437	$ 3,765	$ 15,202	7/12/2024	unknown	unknown
7	City of Brawley	Police Commander	$ 9,261	$ 3,695	$ 12,957	7/1/2024	unknown	unknown
8	City of Calexico	Police Lieutenant	$ 9,086	$ 2,756	$ 11,842	7/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,636	$ 17,495
% City of Imperial Above/Below	-12.7%	0.1%
Median of Comparators	$ 13,532	$ 17,931
% City of Imperial Above/Below	-11.8%	-2.3%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Police Corporal

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IPD Police Corporal	$ 9,946	$ 3,301	$ 13,247	1/1/2024	1/1/2025	3.00%
2	**City of Imperial**	**Police Corporal**	**$ 8,153**	**$ 3,816**	**$ 11,969**	**7/1/2024**	**7/1/2025**	**2.50%**
3	County of Imperial	Senior Deputy Sheriff	$ 6,998	$ 2,407	$ 9,405	7/12/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Police Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Deputy Sheriff	$ 10,033	$ 2,941	$ 12,974	6/28/2024	6/27/2025	2.75%
2	City of Palm Springs	Police Officer	$ 9,396	$ 3,297	$ 12,693	7/1/2024	unknown	unknown
3	City of Indio	IPD Police Officer	$ 9,362	$ 3,224	$ 12,586	1/1/2024	1/1/2025	3.00%
4	**City of Imperial**	**Police Officer**	**$ 7,030**	**$ 3,621**	**$ 10,652**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of El Centro	Police Officer	$ 6,640	$ 2,460	$ 9,100	7/1/2024	unknown	unknown
6	City of Calexico	Police Officer	$ 6,497	$ 2,098	$ 8,595	7/1/2023	unknown	unknown
7	County of Imperial	Deputy Sheriff	$ 6,407	$ 2,344	$ 8,750	7/12/2024	unknown	unknown
8	City of Brawley	Police Officer	$ 5,192	$ 2,898	$ 8,090	7/1/2024	7/1/2024	2.00%
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,647	$ 10,398
% City of Imperial Above/Below	-8.8%	2.4%
Median of Comparators	$ 6,640	$ 9,100
% City of Imperial Above/Below	5.6%	14.6%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Police Sergeant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	Police Sergeant	$ 13,085	$ 3,711	$ 16,796	1/1/2024	1/1/2025	4.00%
2	City of Palm Springs	Police Sergeant	$ 12,196	$ 3,588	$ 15,784	7/1/2024	unknown	unknown
3	County of San Diego	Sheriff's Sergeant	$ 12,140	$ 3,191	$ 15,331	6/28/2024	6/27/2025	2.75%
4	**City of Imperial**	**Police Sergeant**	**$ 9,224**	**$ 4,002**	**$ 13,226**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of El Centro	Sergeant	$ 9,055	$ 2,989	$ 12,044	7/1/2024	unknown	unknown
6	City of Brawley	Police Sergeant	$ 8,438	$ 3,384	$ 11,822	7/1/2024	7/1/2025	2.00%
7	County of Imperial	Sheriffs Sergeant	$ 8,303	$ 2,548	$ 10,851	7/12/2024	unknown	unknown
8	City of Calexico	Police Sergeant	$ 7,769	$ 2,250	$ 10,019	7/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,141	$ 13,235
% City of Imperial Above/Below	-9.9%	-0.1%
Median of Comparators	$ 9,055	$ 12,044
% City of Imperial Above/Below	1.8%	8.9%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Police Services Officer II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Police Services Officer	$ 5,737	$ 3,152	$ 8,889	7/1/2024	7/1/2025	5.00%
2	**City of Imperial**	**Police Services Officer II**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of Indio	Records Specialist II	$ 5,416	$ 2,840	$ 8,256	7/1/2024	7/1/2025	3.00%
4	County of Imperial	Sheriffs Service Officer	$ 4,309	$ 2,118	$ 6,427	7/12/2024	unknown	unknown
5	City of El Centro	Police Records Clerk I	$ 3,980	$ 2,253	$ 6,233	7/1/2024	unknown	unknown
6	City of Calexico	N/C						
7	County of San Diego	N/C						
8	Imperial Irrigation District	N/C						
9	City of Brawley	N/C						
10	City of Palm Desert	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,861	$ 7,451
% City of Imperial Above/Below	13.7%	17.3%
Median of Comparators	$ 4,863	$ 7,342
% City of Imperial Above/Below	13.6%	18.5%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Property and Evidence Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Property Technician	$ 6,825	$ 3,299	$ 10,124	7/1/2024	7/1/2025	5.00%
2	City of Indio	Property & Evidence Officer II	$ 6,740	$ 3,299	$ 10,040	1/1/2024	1/1/2025	3.00%
3	**City of Imperial**	**Property and Evidence Technician**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	Sheriff's Property and Evidence Specialist II	$ 5,555	$ 2,453	$ 8,008	6/28/2024	unknown	unknown
5	County of Imperial	Evidence Technician	$ 4,544	$ 2,143	$ 6,688	7/12/2024	unknown	unknown
6	City of Brawley	Evidence Technician	$ 4,301	$ 2,763	$ 7,065	7/1/2024	7/1/2025	2.00%
7	City of Calexico	Evidence Technician	$ 4,011	$ 2,050	$ 6,061	1/1/2023	unknown	unknown
8	City of Palm Desert	N/C						
9	City of Coachella	N/C						
10	City of El Centro	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,330	$ 7,998
% City of Imperial Above/Below	5.3%	11.2%
Median of Comparators	$ 5,050	$ 7,536
% City of Imperial Above/Below	10.3%	16.3%
Number of Matches	6	6

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Public Services Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio[2]	[IWA General Manager/ Director of Public Works]	$ 22,750	$ 7,121	$ 29,871	7/1/2024	7/1/2025	3.00%
2	County of San Diego	Deputy Director, Public Works	$ 21,422	$ 4,851	$ 26,274	6/28/2024	unknown	unknown
3	City of Palm Desert	Director of Public Works	$ 19,703	$ 5,201	$ 24,904	7/1/2024	7/1/2025	3.00%
4	City of Coachella[1]	[Public Works Director/ Utilities Manager]	$ 18,650	$ 7,646	$ 26,296	7/1/2024	7/1/2025	4.00%
5	City of Palm Springs	Director of Public Works	$ 18,062	$ 5,545	$ 23,607	7/1/2024	7/1/2025	5.00%
6	**City of Imperial**	**Public Services Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Director of Public Works/City Engineer	$ 13,354	$ 4,302	$ 17,656	7/1/2024	unknown	unknown
8	City of Brawley	Director of Public Works Operations	$ 11,483	$ 4,702	$ 16,185	7/1/2024	7/1/2025	2.00%
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,918	$ 23,542
% City of Imperial Above/Below	-34.1%	-26.6%
Median of Comparators	$ 18,650	$ 24,904
% City of Imperial Above/Below	-39.6%	-33.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Public Services Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Street Maintenance Worker II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	County of San Diego	Road Structures Worker II	$ 6,531	$ 2,561	$ 9,093	6/28/2024	unknown	unknown
3	Imperial Irrigation District	Construction Resources Worker	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
4	City of Palm Springs	Street/Traffic Maintenance Worker	$ 5,887	$ 3,172	$ 9,059	7/1/2024	7/1/2025	5.00%
5	City of Indio	Street Maintenance Worker II	$ 5,837	$ 2,913	$ 8,750	7/1/2024	7/1/2025	3.00%
6	City of Coachella	Public Works Street Maintenance Worker	$ 5,654	$ 3,153	$ 8,808	7/1/2024	7/1/2025	4.00%
7	**City of Imperial**	**Public Services Maintenance Worker II**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
8	City of El Centro	Street Maintenance Worker II	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
9	County of Imperial[1]	[Striping and Sign Assistant I/ Road Maintenance Worker]	$ 3,953	$ 2,080	$ 6,033	7/12/2024	unknown	unknown
10	City of Calexico	Laborer	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,516	$ 8,356
% City of Imperial Above/Below	-16.5%	-5.0%
Median of Comparators	$ 5,837	$ 8,808
% City of Imperial Above/Below	-23.3%	-10.7%
Number of Matches	9	9

N/C - Non Comparator

1 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Public Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio[2]	[Fleet Services Operations Manager/ Public Works Manager]	$ 12,458	$ 4,493	$ 16,951	7/1/2024	7/1/2025	3.00%
2	**City of Imperial**	**Public Services Manager**	**$ 12,103**	**$ 4,967**	**$ 17,070**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of Coachella[1]	[Sanitary Superintendent/ Water Superintendent]	$ 11,507	$ 4,520	$ 16,027	7/1/2024	7/1/2025	3.00%
4	Imperial Irrigation District	Superintendent of Construction	$ 11,386	$ 5,005	$ 16,391	1/1/2024	1/1/2025	4.00%
5	County of San Diego[4]	[Facilities Support Manager/ Division Road Superintendent]	$ 11,339	$ 3,279	$ 14,618	6/28/2024	unknown	unknown
6	City of Palm Springs[3]	[Street Maintenance Manager/ Facilities Maintenance Manager]	$ 10,756	$ 4,045	$ 14,801	7/1/2024	7/1/2025	5.00%
7	City of El Centro	Maintenance Supervisor	$ 8,298	$ 3,095	$ 11,393	7/1/2024	unknown	unknown
8	City of Palm Desert	N/C						
9	City of Brawley	N/C						
10	City of Calexico	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,958	$ 15,030
% City of Imperial Above/Below	9.5%	12.0%
Median of Comparators	$ 11,363	$ 15,414
% City of Imperial Above/Below	6.1%	9.7%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Palm Springs: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Public Services Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Street Maintenance Supervisor	$ 10,892	$ 4,218	$ 15,110	7/1/2024	7/1/2025	3.00%
2	City of Indio[1]	[Street Maintenance Supervisor/ Park and Landscape Supervisor]	$ 10,042	$ 3,990	$ 14,033	7/1/2024	7/1/2025	3.00%
3	City of Palm Springs	Maintenance Supervisor	$ 9,739	$ 3,885	$ 13,624	7/1/2024	7/1/2025	5.00%
4	City of Coachella	Streets Supervisor	$ 9,498	$ 4,125	$ 13,623	7/1/2024	7/1/2025	3.00%
5	Imperial Irrigation District	Superintendent of Construction, Assistant	$ 9,368	$ 4,456	$ 13,823	1/1/2024	1/1/2025	4.00%
6	**City of Imperial**	**Public Services Supervisor**	**$ 8,780**	**$ 3,925**	**$ 12,705**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of San Diego[2]	[Building Maintenance Supervisor/ Road Crew Supervisor]	$ 8,765	$ 2,811	$ 11,576	6/28/2024	unknown	unknown
8	City of Calexico	Supervisor - Maintenance and Operations	$ 7,648	$ 2,709	$ 10,357	1/1/2023	unknown	unknown
9	County of Imperial	Regional Road Superintendent	$ 6,275	$ 2,330	$ 8,605	7/12/2024	unknown	unknown
10	City of Brawley	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,028	$ 12,594
% City of Imperial Above/Below	-2.8%	0.9%
Median of Comparators	$ 9,433	$ 13,623
% City of Imperial Above/Below	-7.4%	-7.2%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.
2 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Recreation and Special Events Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	Community Program Administrator	$ 9,099	$ 3,794	$ 12,893	7/1/2024	7/1/2025	3.00%
2	City of El Centro	Recreation Supervisor	$ 6,967	$ 2,882	$ 9,849	7/1/2024	unknown	unknown
3	**City of Imperial**	**Recreation and Special Events Coordinator**	**$ 6,859**	**$ 3,592**	**$ 10,450**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Palm Springs	Program Coordinator	$ 6,500	$ 3,255	$ 9,755	7/1/2024	7/1/2025	5.00%
5	City of Brawley	Recreation Coordinator	$ 5,359	$ 2,988	$ 8,348	7/1/2024	unknown	unknown
6	City of Calexico	Community Recreation Coordinator	$ 4,768	$ 2,187	$ 6,955	1/1/2023	unknown	unknown
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Palm Desert	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,539	$ 9,560
% City of Imperial Above/Below	4.7%	8.5%
Median of Comparators	$ 6,500	$ 9,755
% City of Imperial Above/Below	5.2%	6.7%
Number of Matches	5	5

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Recreation Leader II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Recreation Program Assistant	$ 26.52	N/A	N/A	7/1/2024	7/1/2025	5.00%
2	**City of Imperial**	**Recreation Leader II**	**$ 24.75**	**N/A**	**N/A**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of Indio	Community Program Aide	$ 19.84	N/A	N/A	7/1/2024	unknown	unknown
4	County of San Diego	Park Recreation Aide	$ 19.75	N/A	N/A	6/28/2024	unknown	unknown
5	City of El Centro	Recreation Leader	$ 16.00	N/A	N/A	7/1/2024	unknown	unknown
6	City of Palm Desert	N/C						
7	City of Coachella	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 20.53	N/A
% City of Imperial Above/Below	17.1%	N/A
Median of Comparators	$ 19.80	N/A
% City of Imperial Above/Below	20.0%	N/A
Number of Matches	4	N/A

N/C - Non Comparator

**Non-benefitted benchmark*

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Utility Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Sewer Construction and Maintenance Worker	$ 5,977	$ 2,500	$ 8,476	6/28/2024	unknown	unknown
2	Imperial Irrigation District	Construction Resources Worker	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
3	**City of Imperial**	**Utility Maintenance Worker II**	**$ 5,227**	**$ 3,308**	**$ 8,536**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Brawley	Utility Worker I	$ 4,389	$ 2,779	$ 7,167	7/1/2024	7/1/2025	2.00%
5	City of Coachella	N/C						
6	City of Palm Springs	N/C						
7	City of Palm Desert	N/C						
8	City of Indio	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Wastewater Plant Chief Operator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	DPW Unit Manager	$ 12,619	$ 3,432	$ 16,050	6/28/2024	unknown	unknown
2	City of Coachella[2]	[Wastewater Superintendent/ Chief Treatment/Collections System Operator]	$ 10,819	$ 4,384	$ 15,203	7/1/2024	7/1/2025	3.00%
3	City of Calexico[1]	[Public Works Director/ Wastewater System Supervisor]	$ 10,233	$ 3,178	$ 13,411	1/1/2023	unknown	unknown
4	**City of Imperial**	**Wastewater Plant Chief Operator**	**$ 8,780**	**$ 4,263**	**$ 13,042**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Palm Desert	N/C						
6	City of Palm Springs	N/C						
7	City of Brawley	N/C						
8	City of Indio	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

1 - City of Calexico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - City of Coachella: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Wastewater Treatment Plant Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Wastewater Plant Operator II	$ 6,939	$ 2,607	$ 9,545	6/28/2024	unknown	unknown
2	City of Coachella	Treatment Plant Operator II	$ 6,796	$ 3,334	$ 10,130	7/1/2024	7/1/2025	4.00%
3	**City of Imperial**	**Wastewater Treatment Plant Operator II**	**$ 6,692**	**$ 3,562**	**$ 10,254**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Calexico	Wastewater Treatment Plant Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
5	City of El Centro	Wastewater Treatment Plant Operator II	$ 6,084	$ 2,671	$ 8,755	7/1/2024	unknown	unknown
6	City of Brawley	Wastewater Treatment Plant Operator 2	$ 5,337	$ 2,943	$ 8,280	7/1/2024	7/1/2025	2.00%
7	City of Palm Springs	N/C						
8	City of Palm Desert	N/C						
9	City of Indio	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,290	$ 9,103
% City of Imperial Above/Below	6.0%	11.2%
Median of Comparators	$ 6,292	$ 8,804
% City of Imperial Above/Below	6.0%	14.1%
Number of Matches	5	5

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Water Meter/Distribution Operator II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IWA Water Utility Worker II	$ 7,270	$ 3,162	$ 10,431	7/1/2024	7/1/2025	4.00%
2	City of Calexico	Water Distribution Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
3	City of Coachella	Water Service Worker II	$ 6,169	$ 3,235	$ 9,404	7/1/2024	7/1/2025	4.00%
4	City of El Centro[1]	[Certified Water Distribution Operator II/ Utility Field Representative]	$ 6,084	$ 2,671	$ 8,755	7/1/2024	unknown	unknown
5	**City of Imperial**	**Water Meter/Distribution Operator II**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of Brawley	Utility Worker II	$ 4,841	$ 2,857	$ 7,698	7/1/2024	7/1/2025	2.00%
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Palm Desert	N/C						
11	City of Palm Springs	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,131	$ 9,018
% City of Imperial Above/Below	-8.9%	-0.1%
Median of Comparators	$ 6,169	$ 8,804
% City of Imperial Above/Below	-9.6%	2.3%
Number of Matches	5	5

N/C - Non Comparator

1 - City of El Centro: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Water Plant Chief Operator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IWA Operations Manager	$ 16,067	$ 5,119	$ 21,186	7/1/2024	7/1/2025	3.00%
2	City of Calexico[1]	[Public Works Director/ Water System Supervisor]	$ 10,233	$ 3,178	$ 13,411	1/1/2023	unknown	unknown
3	**City of Imperial**	**Water Plant Chief Operator**	**$ 8,780**	**$ 4,263**	**$ 13,042**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	N/C						
5	County of Imperial	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

1 - City of Calexico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Top Monthly Salary)
August 2024

Water Treatment Plant Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IWA Water Treatment Plant Operator II	$ 8,194	$ 3,322	$ 11,516	7/1/2024	7/1/2025	4.00%
2	City of El Centro	Water Treatment Plant Shift Operator	$ 7,046	$ 2,813	$ 9,859	7/1/2024	unknown	unknown
3	**City of Imperial**	**Water Treatment Plant Operator II**	**$ 6,692**	**$ 3,562**	**$ 10,254**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Calexico	Water Treatment Plant Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
5	City of Brawley	Water Treatment Plant Operator T-3	$ 5,606	$ 2,990	$ 8,595	7/1/2024	7/1/2025	2.00%
6	County of San Diego	N/C						
7	County of Imperial	N/C						
8	Imperial Irrigation District	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,784	$ 9,694
% City of Imperial Above/Below	-1.4%	5.5%
Median of Comparators	$ 6,669	$ 9,332
% City of Imperial Above/Below	0.3%	9.0%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	**Accountant**	Accountant	Accountant	Accountant	Accountant	Accountant	Accountant	Accountant	Accountant-Auditor	Associate Accountant	Financial Accountant
	Top Step	**Proposed**	$ 7,297	$ 4,652	$ 9,202	$ 6,967	$ 9,660	$ 10,116	$ 9,739	$ 5,952	$ 6,857	$ 9,368
Retirement	PEPRA		2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share											
	Social Security		$ 452	$ 288			$ 599					$ 581
	Deferred Compensation							$ 100				$ 94
	Other Ret.[1]											$ 937
Insurance	Cafeteria			$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,349		$ 1,833	
	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation		$ 421	$ 286	$ 708	$ 428	$ 557	$ 584	$ 1,011	$ 343	$ 396	$ 540
	Holidays		$ 393	$ 268	$ 752	$ 362	$ 483	$ 545	$ 524	$ 298	$ 369	$ 396
	Admin Leave		$ 56			$ 54	$ 372					
Allow	Auto											
	Benefit Package Total	**$ 0**	**$ 3,340**	**$ 2,166**	**$ 3,716**	**$ 2,615**	**$ 3,911**	**$ 4,131**	**$ 3,885**	**$ 2,295**	**$ 2,598**	**$ 4,456**

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Accounting Technician	Senior Accounting Assistant	Accounting Assistant II	Accounting Technician	N/C	Accounting Technician II	Accounting Technician II	Account Clerk II	[Accounting Technician/ Account Clerk II]	Account Clerk Specialist	Accounting Technician
	Top Step	$ 5,914	$ 4,907	$ 3,479	$ 6,656		$ 6,450	$ 7,710	$ 5,887	$ 3,691	$ 4,699	$ 5,955
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62		2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share											
	Social Security	$ 367	$ 304	$ 216			$ 400					$ 369
	Deferred Compensation							$ 100				$ 60
	Other Ret.[1]											$ 596
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 1,900	$ 100	$ 2,380		$ 1,833	
	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 341	$ 283	$ 214	$ 512		$ 372	$ 445	$ 475	$ 213	$ 271	$ 344
	Holidays	$ 318	$ 264	$ 201	$ 544		$ 347	$ 415	$ 317	$ 185	$ 253	$ 252
	Admin Leave		$ 38									
Allow	Auto											
	Benefit Package Total	$ 3,428	$ 2,906	$ 1,954	$ 3,312	$ 0	$ 3,019	$ 3,863	$ 3,172	$ 2,051	$ 2,357	$ 3,527

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Administrative Assistant	Administrative Office Clerk	Administrative Assistant	Department Assistant II	Staff Assistant	Administrative Assistant	Administrative Assistant II	Administrative Assistant	Administrative Secretary	Administrative Secretary II	[Administrative Assistant II/ Clerical Technician]
	Top Step	$ 4,736	$ 3,607	$ 3,479	$ 5,750	$ 4,965	$ 6,482	$ 7,710	$ 6,183	$ 4,167	$ 5,313	$ 6,453
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share											
	Social Security	$ 294	$ 224	$ 216			$ 402					$ 400
	Deferred Compensation							$ 100				$ 65
	Other Ret.[1]											$ 645
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,380		$ 1,833	
	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 273	$ 208	$ 214	$ 442	$ 305	$ 374	$ 445	$ 499	$ 240	$ 307	$ 372
	Holidays	$ 255	$ 194	$ 201	$ 470	$ 258	$ 349	$ 415	$ 333	$ 208	$ 286	$ 273
	Admin Leave		$ 28			$ 38						
Allow	Auto											
	Benefit Package Total	$ 3,223	$ 2,671	$ 1,954	$ 3,168	$ 2,372	$ 3,025	$ 3,863	$ 3,212	$ 2,103	$ 2,426	$ 3,663

N/C - Non Comparator

1 - Imperial Irrigation District: 401a

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Assistant City Clerk	N/C	N/C	Deputy City Clerk	N/C	Deputy City Clerk	Deputy City Clerk II	Deputy City Clerk	N/C	N/C	N/C
	Top Step	$ 7,386			$ 9,498		$ 7,795	$ 8,511	$ 7,422			
Retirement	PEPRA	2%@62			2%@62		2%@62	2%@62	2%@62			
	Employee Cost Share				$ -95							
	Social Security	$ 458					$ 483					
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria	$ 2,401					$ 1,900	$ 100	$ 2,349			
	Health				$ 2,095			$ 2,633				
	Dental				$ 137			$ 138				
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 426			$ 731		$ 450	$ 491	$ 771			
	Holidays	$ 398			$ 776		$ 390	$ 458	$ 400			
	Admin Leave				$ 457		$ 300					
Allow	Auto											
	Benefit Package Total	$ 3,683	$ 0	$ 0	$ 4,125	$ 0	$ 3,523	$ 3,952	$ 3,519	$ 0	$ 0	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Assistant to the City Manager	N/C	N/C	Assistant to the City Manager	N/C	N/C	N/C	Special Assistant to the City Manager	N/C	N/C	N/C
	Top Step	$ 12,103			$ 12,573				$ 13,561			
Retirement	PEPRA	2%@62			2%@62				2%@62			
	Employee Cost Share				$ -126							
	Social Security	$ 750										
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401							$ 2,349			
	Health				$ 2,095							
	Dental				$ 137							
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation	$ 698			$ 967				$ 1,408			
	Holidays	$ 652			$ 1,028				$ 730			
	Admin Leave	$ 466			$ 604				$ 261			
Allow	Auto											
	Benefit Package Total	$ 4,967	$ 0	$ 0	$ 4,729	$ 0	$ 0	$ 0	$ 4,748	$ 0	$ 0	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Associate Planner	N/C	N/C	Associate Planner	Associate Planner	Associate Planner	Associate Planner	Associate Planner	Planner II	Land Use/ Environmental Planner II	N/C
	Top Step	Proposed			$ 9,780	$ 7,378	$ 9,459	$ 10,367	$ 9,988	$ 6,167	$ 8,670	
Retirement	PEPRA				2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -98							
	Social Security						$ 586					
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria					$ 1,771	$ 1,900	$ 100	$ 2,349		$ 1,833	
	Health				$ 2,095			$ 2,633		$ 1,555		
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation				$ 752	$ 652	$ 546	$ 598	$ 1,037	$ 356	$ 500	
	Holidays				$ 799	$ 383	$ 473	$ 558	$ 538	$ 308	$ 467	
	Admin Leave				$ 470	$ 142	$ 364					
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 0	$ 4,180	$ 2,948	$ 3,869	$ 4,159	$ 3,924	$ 2,318	$ 2,800	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	**Building Inspector II**	Building Inspector	Building Inspector II	Building Inspector II	Building Inspector	Building Inspector II	Building Inspector II	Building Inspector	Building Inspector II	Building Inspector II	N/C
	Top Step	**$ 7,206**	$ 6,680	$ 5,668	$ 8,607	$ 5,691	$ 8,865	$ 8,941	$ 8,316	$ 5,734	$ 8,187	
Retirement	PEPRA	**2%@62**	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	**$ 447**	$ 414	$ 351			$ 550					
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	**$ 2,401**		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,380		$ 1,833	
Insurance	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		
Insurance	Dental				$ 137			$ 138		$ 99		
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	**$ 416**	$ 385	$ 349	$ 662	$ 350	$ 511	$ 516	$ 672	$ 331	$ 472	
Leaves	Holidays	**$ 388**	$ 360	$ 327	$ 703	$ 295	$ 443	$ 481	$ 448	$ 287	$ 441	
Leaves	Admin Leave		$ 51			$ 44	$ 341					
Allow	Auto											
	Benefit Package Total	**$ 3,652**	**$ 3,228**	**$ 2,351**	**$ 3,621**	**$ 2,460**	**$ 3,745**	**$ 4,000**	**$ 3,499**	**$ 2,271**	**$ 2,746**	**$ 0**

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Building Official	Building Official	Building Official	Building Official	Assistant Community Development Director	Chief Building Official	Chief Building Official	Building Official	Building Division Manager	Building/ Enforcement Manager	N/C
	Top Step	Proposed	$ 8,326	$ 6,256	$ 12,460	$ 10,868	$ 15,312	$ 16,172	$ 13,898	$ 9,312	$ 11,265	
Retirement	PEPRA		2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -125							
	Social Security		$ 516	$ 388			$ 871					
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria			$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,349		$ 1,927	
	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation		$ 480	$ 385	$ 958	$ 835	$ 883	$ 933	$ 1,443	$ 537	$ 737	
	Holidays		$ 448	$ 361	$ 1,018	$ 564	$ 824	$ 871	$ 748	$ 466	$ 607	
	Admin Leave		$ 64		$ 599	$ 334	$ 589		$ 267	$ 269		
Allow	Auto					$ 300	$ 500					
	Benefit Package Total	$ 0	$ 3,526	$ 2,457	$ 4,707	$ 3,805	$ 5,568	$ 4,807	$ 4,808	$ 2,925	$ 3,270	$ 0

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Chief of Police	Chief of Police	Police Chief	N/C	Chief of Police	Chief of Police	N/C	Police Chief	Sheriff-Coroner	Sheriff's Commander	N/C
	Top Step	$ 13,359	$ 15,417	$ 13,674		$ 14,534	$ 19,648		$ 23,875	$ 15,160	$ 18,435	
Retirement	PEPRA	2.7%@57	2.7%@57	2.7%@57		2.7%@57	2.7%@57		2.7%@57	2.7%@57	2.5%@57	
	Employee Cost Share						$ -589					
	Social Security	$ 828	$ 871									
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900		$ 2,349		$ 1,752	
	Health		$ 2,017							$ 1,555		
	Dental									$ 99		
	Vision											
	Other Ins.											
Leaves	Vacation	$ 771		$ 947		$ 1,118	$ 1,134		$ 2,479	$ 875	$ 1,281	
	Holidays	$ 719	$ 830	$ 789		$ 755	$ 982		$ 1,286	$ 758	$ 1,055	
	Admin Leave	$ 514	$ 667	$ 421		$ 447	$ 756		$ 459	$ 437		
Allow	Auto	$ 450	$ 450			$ 450	$ 450			$ 450		
	Benefit Package Total	$ 5,683	$ 4,835	$ 3,480	$ 0	$ 4,541	$ 4,632	$ 0	$ 6,573	$ 4,174	$ 4,087	$ 0

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	City Manager	City Manager	City Manager	City Manager	City Manager	City Manager	City Manager	City Manager	N/C	N/C	General Manager, Assistant
	Top Step	$ 19,574	$ 15,522	$ 18,334	$ 23,917	$ 20,400	$ 25,417	$ 26,306	$ 27,083			$ 22,616
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62			
	Employee Cost Share				$ -478							
	Social Security	$ 871	$ 871	$ 871			$ 871					$ 871
	Deferred Compensation				$ 1,196		$ 1,667	$ 100	$ 625			$ 226
	Other Ret.[1]											$ 2,262
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,349			
	Health		$ 2,017		$ 2,942			$ 2,633				$ 1,908
	Dental				$ 137			$ 138				
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 1,129	$ 895	$ 1,128	$ 2,415	$ 1,568	$ 2,444	$ 1,518	$ 3,646			$ 1,740
	Holidays	$ 1,054	$ 836	$ 1,058	$ 1,955	$ 1,059	$ 1,369	$ 1,416	$ 1,458			$ 957
	Admin Leave	$ 753	$ 597	$ 705	$ 1,380	$ 628	$ 978		$ 521			
Allow	Auto	$ 500	$ 300	$ 400	$ 500	$ 450	$ 500		$ 500			
	Benefit Package Total	$ 6,708	$ 5,516	$ 5,486	$ 10,069	$ 5,476	$ 9,728	$ 5,937	$ 9,099	$ 0	$ 0	$ 7,963

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Code Enforcement Inspector II	Code Enforcement Officer	Code Enforcement Officer	Code Enforcement Officer	Code Enforcement Officer I	Code Enforcement Officer II	Code Compliance Officer II	Code Compliance Officer	N/C	Code Enforcement Officer	N/C
	Top Step	$ 5,914	$ 5,601	$ 4,428	$ 7,051	$ 4,965	$ 7,306	$ 8,098	$ 7,531		$ 7,278	
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62		1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 367	$ 347	$ 275			$ 453					
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,380		$ 1,833	
Insurance	Health		$ 2,017		$ 2,095			$ 2,633				
Insurance	Dental				$ 137			$ 138				
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 341	$ 323	$ 272	$ 542	$ 305	$ 422	$ 467	$ 608		$ 420	
Leaves	Holidays	$ 318	$ 302	$ 255	$ 576	$ 258	$ 393	$ 436	$ 406		$ 392	
Leaves	Admin Leave		$ 43			$ 38						
Allow	Auto											
	Benefit Package Total	$ 3,428	$ 3,032	$ 2,126	$ 3,375	$ 2,372	$ 3,168	$ 3,906	$ 3,394	$ 0	$ 2,645	$ 0

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Collection System Worker II	N/C	N/C	Treatment/ Collection System Operator II	Wastewater Maintenance Worker	N/C	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 5,227			$ 6,796	$ 4,472						
Retirement	PEPRA	2%@62			2%@62	2%@62						
	Employee Cost Share											
	Social Security	$ 324										
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401				$ 1,771						
	Health				$ 2,095							
	Dental				$ 137							
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation	$ 302			$ 523	$ 395						
	Holidays	$ 281			$ 555	$ 232						
	Admin Leave					$ 34						
Allow	Auto											
	Benefit Package Total	$ 3,308	$ 0	$ 0	$ 3,334	$ 2,433	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

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	Benchmark/ Comparator Agency Match	Community Development Director	N/C	Planning and Building Services Director	[Community Development Director/ City Engineer]	Director of Community Development	Director of Community Development	Director of Development Services	Director of Development Services	[Assistant Director of Planning and Building Services/ Director of Planning and Building Services]	Deputy Director, Planning and Development Services	N/C
	Top Step	$ 13,360		$ 10,507	$ 18,206	$ 11,050	$ 19,096	$ 19,703	$ 18,977	$ 12,989	$ 19,978	
Retirement	PEPRA	2%@62		2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share				$ -364							
Retirement	Social Security	$ 828		$ 651			$ 871					
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,349		$ 2,050	
Insurance	Health				$ 2,942			$ 2,633		$ 1,555		
Insurance	Dental				$ 137			$ 138		$ 99		
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 771		$ 647	$ 1,838	$ 849	$ 1,469	$ 1,137	$ 1,971	$ 749	$ 1,537	
Leaves	Holidays	$ 719		$ 606	$ 1,488	$ 574	$ 1,028	$ 1,061	$ 1,022	$ 649	$ 1,076	
Leaves	Admin Leave	$ 514		$ 323	$ 1,050	$ 340	$ 734		$ 365	$ 375		
Allow	Auto				$ 433	$ 300	$ 500					
	Benefit Package Total	$ 5,233	$ 0	$ 3,551	$ 7,548	$ 3,834	$ 6,503	$ 5,201	$ 5,706	$ 3,427	$ 4,663	$ 0

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	Benchmark/ Comparator Agency Match	Community Development Technician II	N/C	Permit Technician	Development Services Technician	Permit Center Technician	Permit Technician II	Permit Technician II	Permit Center Technician	Permit Specialist	Land Use Technician II	N/C
	Top Step	$ 4,398		$ 3,725	$ 8,420	$ 5,313	$ 6,813	$ 7,710	$ 7,915	$ 5,953	$ 6,854	
Retirement	PEPRA	2%@62		2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -84							
	Social Security	$ 273		$ 231			$ 422					
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,380		$ 1,833	
	Health				$ 2,095			$ 2,633		$ 1,555		
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 254		$ 229	$ 648	$ 327	$ 393	$ 445	$ 639	$ 343	$ 395	
	Holidays	$ 237		$ 215	$ 688	$ 276	$ 367	$ 415	$ 426	$ 298	$ 369	
	Admin Leave				$ 405	$ 41						
Allow	Auto											
	Benefit Package Total	$ 3,164	$ 0	$ 1,998	$ 3,913	$ 2,414	$ 3,082	$ 3,863	$ 3,445	$ 2,295	$ 2,597	$ 0

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	Benchmark/ Comparator Agency Match	Crime Analyst	N/C	N/C	N/C	N/C	IPD Crime Analyst II	N/C	Crime Analyst	N/C	Crime and Intelligence Analyst	N/C
	Top Step	$ 6,528					$ 6,740		$ 7,531		$ 8,479	
Retirement	PEPRA	2%@62					2%@62		2%@62		1.62%@65	
	Employee Cost Share											
	Social Security	$ 405					$ 418					
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401					$ 2,000		$ 2,380		$ 1,927	
	Health											
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation	$ 377					$ 389		$ 608		$ 489	
	Holidays	$ 352					$ 493		$ 406		$ 457	
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,534	$ 0	$ 0	$ 0	$ 0	$ 3,299	$ 0	$ 3,394	$ 0	$ 2,873	$ 0

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	Benchmark/ Comparator Agency Match	**Engineering Technician II**	Engineering Technician II	Engineering Technician	Engineering Technician	Engineering Technician	Engineering Technician II	N/C	N/C	Civil Engineering Technician	Engineering Technician II	Engineering Technician II
	Top Step	**Proposed**	$ 5,337	$ 4,538	$ 7,210	$ 6,483	$ 6,847			$ 5,111	$ 6,866	$ 7,598
Retirement	PEPRA		2%@62	2%@62	2%@62	2%@62	2%@62			2%@62	1.62%@65	
	Employee Cost Share											
	Social Security		$ 331	$ 281			$ 425					$ 471
	Deferred Compensation											$ 76
	Other Ret.[1]											$ 760
Insurance	Cafeteria			$ 1,323		$ 1,771	$ 1,900				$ 1,833	
	Health		$ 2,017		$ 2,095					$ 1,555		$ 1,908
	Dental				$ 137					$ 99		
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation		$ 308	$ 279	$ 555	$ 399	$ 395			$ 295	$ 396	$ 438
	Holidays		$ 287	$ 262	$ 589	$ 337	$ 369			$ 256	$ 370	$ 321
	Admin Leave					$ 50						
Allow	Auto											
	Benefit Package Total	**$ 0**	**$ 2,943**	**$ 2,146**	**$ 3,400**	**$ 2,556**	**$ 3,088**	**$ 0**	**$ 0**	**$ 2,204**	**$ 2,599**	**$ 3,974**

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	Benchmark/ Comparator Agency Match	Equipment Mechanic	N/C	Mechanic I/ Service Advisor	Vehicle Equipment Mechanic II	Equipment Mechanic I	Fleet Mechanic II	N/C	Fleet Maintenance Technician III	[Heavy Equipment Mechanic/ Automotive Mechanic]	Senior Fleet Technician	Mechanic II
	Top Step	$ 5,629		$ 4,112	$ 8,374	$ 4,640	$ 7,020		$ 7,720	$ 4,691	$ 6,777	$ 6,252
Retirement	PEPRA	2%@62		2%@62	2%@62	2%@62	2%@62		2%@62	2%@62	1.62%@65	
	Employee Cost Share											
	Social Security	$ 349		$ 255			$ 435					$ 388
	Deferred Compensation											$ 63
	Other Ret.[1]											$ 625
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900		$ 2,380		$ 1,833	
	Health				$ 2,095					$ 1,555		$ 1,908
	Dental				$ 137					$ 99		
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation	$ 325		$ 253	$ 644	$ 285	$ 405		$ 624	$ 271	$ 391	$ 361
	Holidays	$ 303		$ 237	$ 684	$ 241	$ 378		$ 416	$ 235	$ 365	$ 265
	Admin Leave					$ 36						
Allow	Auto											
	Benefit Package Total	$ 3,378	$ 0	$ 2,069	$ 3,585	$ 2,333	$ 3,118	$ 0	$ 3,419	$ 2,159	$ 2,589	$ 3,608

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	Benchmark/ Comparator Agency Match	Finance Director	N/C	N/C	Finance Director	Director of Finance	Director of Finance	Director of Finance	Director of Finance and Treasurer	Deputy CEO - Budget and Finance	Group Finance Director	N/C
	Top Step	$ 13,360			$ 18,374	$ 12,351	$ 19,096	$ 20,197	$ 19,433	$ 11,848	$ 20,699	
Retirement	PEPRA	2%@62			2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -367							
	Social Security	$ 828					$ 871					
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900	$ 100	$ 2,349		$ 2,050	
	Health				$ 2,942			$ 2,633		$ 1,555		
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 771			$ 1,855	$ 949	$ 1,102	$ 1,165	$ 2,018	$ 684	$ 1,592	
	Holidays	$ 719			$ 1,502	$ 641	$ 1,028	$ 1,088	$ 1,046	$ 592	$ 1,115	
	Admin Leave	$ 514			$ 1,060	$ 380	$ 734		$ 374	$ 342		
Allow	Auto				$ 433		$ 500			$ 550		
	Benefit Package Total	$ 5,233	$ 0	$ 0	$ 7,585	$ 3,742	$ 6,136	$ 5,256	$ 5,787	$ 3,822	$ 4,757	$ 0

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	Benchmark/ Comparator Agency Match	**Finance Manager**	N/C	Finance Manager	[Accounting Manager/ Finance Manager]	Finance Manager	N/C	[Deputy Director of Finance/ Finance Supervisor]	Assistant Director of Finance	General Accounting Manager	[Principal Accountant/ Departmental Budget Manager]	[Officer of Accounting Financial Controller/ Officer Budget & Finance Performance, Assistant]
	Top Step	**Proposed**		$ 6,591	$ 12,610	$ 8,298		$ 13,734	$ 15,194	$ 8,216	$ 11,573	$ 14,579
Retirement	PEPRA			2%@62	2%@62	2%@62		2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -126							
	Social Security			$ 409								$ 871
	Deferred Compensation							$ 100				$ 146
	Other Ret.[1]											$ 1,458
Insurance	Cafeteria			$ 1,323		$ 1,771		$ 100	$ 2,349		$ 1,927	
	Health				$ 2,095			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation			$ 456	$ 970	$ 510		$ 792	$ 1,578	$ 474	$ 757	$ 1,121
	Holidays			$ 380	$ 1,031	$ 431		$ 740	$ 818	$ 411	$ 623	$ 617
	Admin Leave			$ 203	$ 606	$ 255			$ 292	$ 237		
Allow	Auto					$ 217						
	Benefit Package Total	**$ 0**	**$ 0**	**$ 2,771**	**$ 4,737**	**$ 3,184**	**$ 0**	**$ 4,535**	**$ 5,037**	**$ 2,776**	**$ 3,307**	**$ 6,121**

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	Benchmark/ Comparator Agency Match	**Finance Supervisor**	Finance Manager	N/C	N/C	N/C	[Finance Manager/ Senior Accountant]	Finance Supervisor	Payroll and Accounting Manager	N/C	[Principal Accountant/ Senior Accountant]	Supervisor, Payroll & Accounts Payable Services
	Top Step	**$ 12,103**	$ 9,088				$ 12,185	$ 10,892	$ 12,593		$ 10,007	$ 11,956
Retirement	PEPRA	**2%@62**	2%@62				2%@62	2%@62	2%@62		1.62%@65	
	Employee Cost Share											
	Social Security	**$ 750**	$ 563				$ 755					$ 741
	Deferred Compensation							$ 100				$ 120
	Other Ret.[1]											$ 1,196
Insurance	Cafeteria	**$ 2,401**					$ 1,900	$ 100	$ 2,349		$ 1,833	
	Health		$ 2,017					$ 2,633				$ 1,908
	Dental							$ 138				
	Vision							$ 32				
	Other Ins.											
Leaves	Vacation	**$ 698**	$ 524				$ 703	$ 628	$ 1,308		$ 577	$ 690
	Holidays	**$ 652**	$ 489				$ 609	$ 586	$ 678		$ 539	$ 506
	Admin Leave		$ 70				$ 469		$ 242			
Allow	Auto											
	Benefit Package Total	**$ 4,502**	**$ 3,664**	**$ 0**	**$ 0**	**$ 0**	**$ 4,436**	**$ 4,218**	**$ 4,577**	**$ 0**	**$ 2,949**	**$ 5,160**

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Fleet and Facilities Supervisor	N/C	[Supervisor - Maintenance and Operations/ Supervisor-Fleet Maintenance]	Fleet Services Coordinator	[Building and Facilities Maintenance Supervisor/ Chief Mechanic]	Fleet Mechanic Supervisor	N/C	[Fleet Maintenance Manager/ Fleet Maintenance Technician, Lead]	[Maintenance Supervisor II/ Supervising Vehicle and Light Equipment Mechanic]	[Fleet Coordinator/ Fleet Team Lead]	[Supervisor, Fleet Services/ Foreman, General Facilities Management Services]
	Top Step	Proposed		$ 7,648	$ 9,873	$ 6,967	$ 10,042		$ 9,947	$ 6,306	$ 9,039	$ 11,386
Retirement	PEPRA			2%@62	2%@62	2%@62	2%@62		2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security			$ 474			$ 623					$ 706
Retirement	Deferred Compensation											$ 114
Retirement	Other Ret.[1]											$ 1,139
Insurance	Cafeteria			$ 1,323		$ 1,771	$ 1,900		$ 2,349		$ 1,927	
Insurance	Health				$ 2,095					$ 1,555		$ 1,908
Insurance	Dental				$ 137					$ 99		
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation			$ 471	$ 759	$ 616	$ 579		$ 1,033	$ 364	$ 591	$ 657
Leaves	Holidays			$ 441	$ 807	$ 362	$ 502		$ 536	$ 315	$ 487	$ 482
Leaves	Admin Leave					$ 134	$ 386					
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 2,709	$ 3,822	$ 2,882	$ 3,990	$ 0	$ 3,917	$ 2,333	$ 3,005	$ 5,005

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Human Resources Director	N/C	N/C	Human Resources Manager	Director of Human Resources	Director of Human Resources and Risk Management	Human Resources Manager	Director of Human Resources	Deputy Director of Human Resources and Risk Management	Group Human Resources Director	Manager, Human Resources
	Top Step	$ 12,103			$ 14,513	$ 10,837	$ 19,096	$ 16,172	$ 16,772	$ 11,848	$ 20,699	$ 18,607
Retirement	PEPRA	2%@62			2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
	Employee Cost Share				$ -290							
	Social Security	$ 750					$ 871					$ 871
	Deferred Compensation							$ 100				$ 186
	Other Ret.[1]											$ 1,861
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900	$ 100	$ 2,349		$ 2,050	
	Health				$ 2,942			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 698			$ 1,465	$ 833	$ 1,689	$ 933	$ 1,742	$ 684	$ 1,592	$ 1,431
	Holidays	$ 652			$ 1,186	$ 563	$ 1,028	$ 871	$ 903	$ 592	$ 1,115	$ 787
	Admin Leave	$ 466			$ 837	$ 333	$ 734		$ 323	$ 342		
Allow	Auto					$ 300	$ 500			$ 550		
	Benefit Package Total	$ 4,967	$ 0	$ 0	$ 6,301	$ 3,800	$ 6,723	$ 4,807	$ 5,316	$ 3,822	$ 4,757	$ 7,044

N/C - Non Comparator
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Human Resources Specialist	N/C	Human Resources - Risk Management Technician	Human Resources Technician	N/C	Human Resources Specialist	N/C	Human Resources Specialist	Human Resources Specialist-Confidential	Human Resources Assistant	Human Resources Specialist I
	Top Step	$ 7,760		$ 4,320	$ 7,186		$ 7,453		$ 7,999	$ 5,527	$ 5,467	$ 8,092
Retirement	PEPRA	2%@62		2%@62	2%@62		2%@62		2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 481		$ 268			$ 462					$ 502
Retirement	Deferred Compensation											$ 81
Retirement	Other Ret.[1]											$ 809
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 1,900		$ 2,349		$ 1,927	
Insurance	Health				$ 2,095					$ 1,555		$ 1,908
Insurance	Dental				$ 137					$ 99		
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation	$ 448		$ 266	$ 553		$ 430		$ 831	$ 319	$ 315	$ 467
Leaves	Holidays	$ 418		$ 249	$ 587		$ 373		$ 431	$ 276	$ 294	$ 342
Leaves	Admin Leave	$ 298										
Allow	Auto											
	Benefit Package Total	$ 4,046	$ 0	$ 2,106	$ 3,396	$ 0	$ 3,165	$ 0	$ 3,610	$ 2,249	$ 2,537	$ 4,109

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Information Technology Director	N/C	N/C	N/C	N/C	Director of Information Technology	N/C	Director of Information Technology	N/C	Group Information Technology Manager	Chief Information Officer, Assistant
	Top Step	$ 13,360					$ 16,918		$ 17,619		$ 20,699	$ 16,877
Retirement	PEPRA	2%@62					2%@62		2%@62		1.62%@65	
	Employee Cost Share											
	Social Security	$ 828					$ 871					$ 871
	Deferred Compensation											$ 169
	Other Ret.[1]											$ 1,688
Insurance	Cafeteria	$ 2,401					$ 1,900		$ 2,349		$ 2,050	
	Health											$ 1,908
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation	$ 771					$ 976		$ 1,830		$ 1,592	$ 1,298
	Holidays	$ 719					$ 911		$ 949		$ 1,115	$ 714
	Admin Leave	$ 514					$ 651		$ 339			
Allow	Auto						$ 500					
	Benefit Package Total	$ 5,233	$ 0	$ 0	$ 0	$ 0	$ 5,809	$ 0	$ 5,466	$ 0	$ 4,757	$ 6,647

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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	Benchmark/ Comparator Agency Match	Information Technology Technician II	N/C	N/C	Information Technology Technician	Computer Support Technician	Information Technology Support Technician	N/C	Information Technology Technician	Department Systems Support Technician II	Information Technology Specialist	Personal Computer Technician
	Top Step	$ 5,914			$ 7,210	$ 6,084	$ 7,603		$ 8,524	$ 4,893	$ 7,505	$ 7,237
Retirement	PEPRA	2%@62			2%@62	2%@62	2%@62		2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 367					$ 471					$ 449
Retirement	Deferred Compensation											$ 72
Retirement	Other Ret.[1]											$ 724
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900		$ 2,380		$ 1,927	
Insurance	Health				$ 2,095					$ 1,555		$ 1,908
Insurance	Dental				$ 137					$ 99		
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation	$ 341			$ 555	$ 374	$ 439		$ 688	$ 282	$ 491	$ 418
Leaves	Holidays	$ 318			$ 589	$ 316	$ 409		$ 459	$ 245	$ 404	$ 306
Leaves	Admin Leave					$ 47						
Allow	Auto											
	Benefit Package Total	$ 3,428	$ 0	$ 0	$ 3,400	$ 2,508	$ 3,220	$ 0	$ 3,527	$ 2,181	$ 2,822	$ 3,876

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	Benchmark/ Comparator Agency Match	Librarian	N/C	Reference Librarian	N/C	N/C	N/C	Librarian II	Librarian	N/C	Librarian II	N/C
	Top Step	$ 7,386		$ 5,149				$ 9,868	$ 8,398		$ 7,649	
Retirement	PEPRA	2%@62		2%@62				2%@62	2%@62		1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 458		$ 319								
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323				$ 100	$ 2,349		$ 1,833	
Insurance	Health							$ 2,633				
Insurance	Dental							$ 138				
Insurance	Vision							$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 426		$ 356				$ 569	$ 872		$ 441	
Leaves	Holidays	$ 398		$ 297				$ 531	$ 452		$ 412	
Leaves	Admin Leave			$ 158								
Allow	Auto											
	Benefit Package Total	$ 3,683	$ 0	$ 2,455	$ 0	$ 0	$ 0	$ 4,104	$ 3,673	$ 0	$ 2,686	$ 0

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	Benchmark/ Comparator Agency Match	Library Assistant	N/C	N/C	N/C	N/C	N/C	Librarian I	N/C	N/C	N/C	N/C
	Top Step	Proposed						$ 9,393				
Retirement	PEPRA							2%@62				
	Employee Cost Share											
	Social Security											
	Deferred Compensation							$ 100				
	Other Ret.											
Insurance	Cafeteria							$ 100				
	Health							$ 2,633				
	Dental							$ 138				
	Vision							$ 32				
	Other Ins.											
Leaves	Vacation							$ 542				
	Holidays							$ 506				
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 4,051	$ 0	$ 0	$ 0	$ 0

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	Benchmark/ Comparator Agency Match	Library Clerk	Library Clerk	Library Assistant II	N/C	Library Assistant	N/C	Library Assistant	Library Assistant, Senior	Library Assistant I	Library Technician I	N/C
	Top Step	$ 4,736	$ 4,496	$ 3,479		$ 3,676		$ 5,732	$ 5,601	$ 3,133	$ 4,073	
Retirement	PEPRA	2%@62	2%@62	2%@62		2%@62		2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 294	$ 279	$ 216								
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771		$ 100	$ 2,380		$ 1,833	
Insurance	Health		$ 2,017					$ 2,633		$ 1,555		
Insurance	Dental							$ 138		$ 99		
Insurance	Vision							$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 273	$ 259	$ 214		$ 226		$ 331	$ 452	$ 181	$ 235	
Leaves	Holidays	$ 255	$ 242	$ 201		$ 191		$ 309	$ 302	$ 157	$ 219	
Leaves	Admin Leave		$ 35			$ 28						
Allow	Auto											
	Benefit Package Total	$ 3,223	$ 2,832	$ 1,954	$ 0	$ 2,216	$ 0	$ 3,642	$ 3,134	$ 1,991	$ 2,287	$ 0

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	Benchmark/ Comparator Agency Match	Library Manager	Library Manager	Library Manager	N/C	[Library Director/ Library Operations Supervisor]	N/C	Assistant Director of Library Services	[Director of Library Services/ Library Operations & Collections Manager]	County Librarian	Principal Librarian	N/C
	Top Step	$ 7,954	$ 7,623	$ 7,098		$ 8,739		$ 13,504	$ 13,021	$ 11,204	$ 10,956	
Retirement	PEPRA	2%@62	2%@62	2%@62		2%@62		2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 493	$ 473	$ 440								
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771		$ 100	$ 2,349		$ 1,927	
Insurance	Health		$ 2,017					$ 2,633		$ 1,555		
Insurance	Dental							$ 138		$ 99		
Insurance	Vision							$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 459	$ 440	$ 491		$ 672		$ 779	$ 1,352	$ 646	$ 716	
Leaves	Holidays	$ 428	$ 410	$ 410		$ 454		$ 727	$ 701	$ 560	$ 590	
Leaves	Admin Leave		$ 59	$ 218		$ 269				$ 323		
Allow	Auto					$ 300				$ 550		
	Benefit Package Total	$ 3,782	$ 3,399	$ 2,883	$ 0	$ 3,465	$ 0	$ 4,509	$ 4,402	$ 3,734	$ 3,233	$ 0

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Library Page	N/C	N/C	N/C	N/C	N/C	N/C	Library Page	N/C	N/C	N/C
	Top Step	$ 24.14							$ 23.42			
Retirement	PEPRA											
	Employee Cost Share											
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria											
	Health											
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation											
	Holidays											
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

**Non-benefitted benchmark.*

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Library Technician	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	Library Technician II	N/C
	Top Step	$ 5,100									$ 4,789	
Retirement	PEPRA	2%@62									1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 316										
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401									$ 1,833	
Insurance	Health											
Insurance	Dental											
Insurance	Vision											
Insurance	Other Ins.											
Leaves	Vacation	$ 294									$ 276	
Leaves	Holidays	$ 275									$ 258	
Leaves	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,286	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,367	$ 0

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Lifeguard/Swim Instructor	N/C	N/C	N/C	Lifeguard	N/C	N/C	Lifeguard	N/C	N/C	N/C
	Top Step	$ 24.75				$ 16.00			$ 25.88			
Retirement	PEPRA											
	Employee Cost Share											
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria											
	Health											
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation											
	Holidays											
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

**Non-benefitted benchmark.*

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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Management Analyst	Management Analyst I	Public Works Analyst	Management Analyst	N/C	Management Analyst	Management Analyst II	N/C	Administrative Analyst I	Administrative Analyst II	Department Analyst
	Top Step	$ 7,760	$ 6,981	$ 5,395	$ 9,353		$ 9,190	$ 9,868		$ 6,104	$ 8,499	$ 8,092
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62		2%@62	2%@62		2%@62	1.62%@65	
	Employee Cost Share				$ -94							
	Social Security	$ 481	$ 433	$ 334			$ 570					$ 502
	Deferred Compensation							$ 100				$ 81
	Other Ret.[1]											$ 809
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 1,900	$ 100			$ 1,927	
	Health		$ 2,017		$ 2,095			$ 2,633		$ 1,555		$ 1,908
	Dental				$ 137			$ 138		$ 99		
	Vision				$ 24			$ 32				
	Other Ins.											
Leaves	Vacation	$ 448	$ 403	$ 332	$ 719		$ 530	$ 569		$ 352	$ 556	$ 467
	Holidays	$ 418	$ 376	$ 311	$ 764		$ 460	$ 531		$ 305	$ 458	$ 342
	Admin Leave	$ 298	$ 54		$ 450		$ 353					
Allow	Auto											
	Benefit Package Total	$ 4,046	$ 3,282	$ 2,301	$ 4,096	$ 0	$ 3,813	$ 4,104	$ 0	$ 2,311	$ 2,940	$ 4,109

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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	Benchmark/ Comparator Agency Match	Park Maintenance Worker II	Parks Maintenance Worker	Laborer	Public Works Maintenance Worker	Park Maintenance Worker II	N/C	N/C	[Maintenance Mechanic I - Parks/ Maintenance Worker I]	Grounds Maintenance Worker I	Park Maintenance Worker	N/C
	Top Step	$ 4,736	$ 4,181	$ 3,479	$ 5,480	$ 4,640			$ 6,500	$ 3,150	$ 4,749	
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62	2%@62			2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 294	$ 259	$ 216								
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771			$ 2,380		$ 1,833	
Insurance	Health		$ 2,017		$ 2,095					$ 1,555		
Insurance	Dental				$ 137					$ 99		
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation	$ 273	$ 241	$ 214	$ 422	$ 285			$ 525	$ 182	$ 274	
Leaves	Holidays	$ 255	$ 225	$ 201	$ 448	$ 241			$ 350	$ 157	$ 256	
Leaves	Admin Leave					$ 36						
Allow	Auto											
	Benefit Package Total	$ 3,223	$ 2,743	$ 1,954	$ 3,125	$ 2,333	$ 0	$ 0	$ 3,255	$ 1,993	$ 2,363	$ 0

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	Benchmark/ Comparator Agency Match	Parks and Recreation Director	N/C	N/C	N/C	Director of Community Services	N/C	N/C	Director of Parks and Recreation	N/C	Deputy Director, Parks and Recreation	N/C
	Top Step	$ 13,360				$ 11,471			$ 16,772		$ 16,845	
Retirement	PEPRA	2%@62				2%@62			2%@62		1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 828										
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401				$ 1,771			$ 2,349		$ 2,050	
Insurance	Health											
Insurance	Dental											
Insurance	Vision											
Insurance	Other Ins.											
Leaves	Vacation	$ 771				$ 882			$ 1,742		$ 1,296	
Leaves	Holidays	$ 719				$ 596			$ 903		$ 907	
Leaves	Admin Leave	$ 514				$ 353			$ 323			
Allow	Auto					$ 400						
	Benefit Package Total	$ 5,233	$ 0	$ 0	$ 0	$ 4,001	$ 0	$ 0	$ 5,316	$ 0	$ 4,253	$ 0

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	Benchmark/ Comparator Agency Match	Police Captain	Police Commander	Police Lieutenant	N/C	Commander	Assistant Police Chief	N/C	Police Captain	Undersheriff	Sheriff's Captain	N/C
	Top Step	$ 12,103	$ 9,261	$ 9,086		$ 13,532	$ 17,764		$ 18,336	$ 11,437	$ 16,037	
Retirement	PEPRA	2.7%@57	2.7%@57	2%@57		2.7%@57	2.7%@57		2.7%@57	2%@62	2.5%@57	
	Employee Cost Share						$ -533					
	Social Security	$ 750	$ 574									
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900				$ 1,752	
	Health		$ 2,017						$ 2,220	$ 1,555		
	Dental								$ 87	$ 99		
	Vision								$ 13			
	Other Ins.											
Leaves	Vacation	$ 698	$ 534	$ 629		$ 1,509	$ 1,025		$ 1,481	$ 660	$ 1,114	
	Holidays	$ 652	$ 499	$ 524		$ 703	$ 888		$ 846	$ 572	$ 918	
	Admin Leave	$ 466	$ 71	$ 280		$ 416	$ 683			$ 330		
Allow	Auto	450								$ 550		
	Benefit Package Total	$ 5,417	$ 3,695	$ 2,756	$ 0	$ 4,399	$ 3,963	$ 0	$ 4,648	$ 3,765	$ 3,784	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Police Corporal	N/C	N/C	N/C	N/C	IPD Police Corporal	N/C	N/C	Senior Deputy Sheriff	N/C	N/C
	Top Step	$ 8,153					$ 9,946			$ 6,998		
Retirement	PEPRA	2.7%@57					2.7%@57			2.7%@57		
	Employee Cost Share											
	Social Security	$ 505										
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401					$ 2,000					
	Health									$ 1,555		
	Dental									$ 99		
	Vision											
	Other Ins.											
Leaves	Vacation	$ 470					$ 574			$ 404		
	Holidays	$ 439					$ 727			$ 350		
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,816	$ 0	$ 0	$ 0	$ 0	$ 3,301	$ 0	$ 0	$ 2,407	$ 0	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Police Officer	Police Officer	Police Officer	N/C	Police Officer	IPD Police Officer	N/C	Police Officer	Deputy Sheriff	Deputy Sheriff	N/C
	Top Step	$ 7,030	$ 5,192	$ 6,497		$ 6,640	$ 9,362		$ 9,396	$ 6,407	$ 10,033	
Retirement	PEPRA	2.7%@57	2.7%@57	2%@57		2.7%@57	2.7%@57		2.7%@57	2.7%@57	2.5%@57	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 436	$ 322									
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 2,000				$ 1,752	
Insurance	Health		$ 2,017						$ 2,220	$ 1,555		
Insurance	Dental								$ 87	$ 99		
Insurance	Vision								$ 13			
Insurance	Other Ins.											
Leaves	Vacation	$ 406	$ 300	$ 400		$ 690	$ 540		$ 542	$ 370	$ 615	
Leaves	Holidays	$ 379	$ 260	$ 375			$ 684		$ 434	$ 320	$ 574	
Leaves	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,621	$ 2,898	$ 2,098	$ 0	$ 2,460	$ 3,224	$ 0	$ 3,297	$ 2,344	$ 2,941	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Police Sergeant	Police Sergeant	Police Sergeant	N/C	Sergeant	Police Sergeant	N/C	Police Sergeant	Sheriffs Sergeant	Sheriff's Sergeant	N/C
	Top Step	$ 9,224	$ 8,438	$ 7,769		$ 9,055	$ 13,085		$ 12,196	$ 8,303	$ 12,140	
Retirement	PEPRA	2.7%@57	2.7%@57	2%@57		2.7%@57	2.7%@57		2.7%@57	2.7%@57	2.5%@57	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 572	$ 523									
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 2,000				$ 1,752	
Insurance	Health		$ 2,017						$ 2,220	$ 1,555		
Insurance	Dental								$ 87	$ 99		
Insurance	Vision								$ 13			
Insurance	Other Ins.											
Leaves	Vacation	$ 532	$ 487	$ 478		$ 1,010	$ 755		$ 704	$ 479	$ 744	
Leaves	Holidays	$ 497	$ 357	$ 448			$ 956		$ 563	$ 415	$ 695	
Leaves	Admin Leave					$ 209						
Allow	Auto											
	Benefit Package Total	$ 4,002	$ 3,384	$ 2,250	$ 0	$ 2,989	$ 3,711	$ 0	$ 3,588	$ 2,548	$ 3,191	$ 0

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Police Services Officer II	N/C	N/C	N/C	Police Records Clerk I	Records Specialist II	N/C	Police Services Officer	Sheriffs Service Officer	N/C	N/C
	Top Step	$ 5,629				$ 3,980	$ 5,416		$ 5,737	$ 4,309		
Retirement	PEPRA	2%@62				2%@62	2%@62		2%@62	2.7%@57		
Retirement	Employee Cost Share											
Retirement	Social Security	$ 349					$ 336					
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900		$ 2,380			
Insurance	Health									$ 1,555		
Insurance	Dental									$ 99		
Insurance	Vision											
Insurance	Other Ins.											
Leaves	Vacation	$ 325				$ 245	$ 312		$ 463	$ 249		
Leaves	Holidays	$ 303				$ 207	$ 292		$ 309	$ 215		
Leaves	Admin Leave					$ 31						
Allow	Auto											
	Benefit Package Total	$ 3,378	$ 0	$ 0	$ 0	$ 2,253	$ 2,840	$ 0	$ 3,152	$ 2,118	$ 0	$ 0

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City of Imperial
Benefit Detail
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Property and Evidence Technician	Evidence Technician	Evidence Technician	N/C	N/C	Property & Evidence Officer II	N/C	Property Technician	Evidence Technician	Sheriff's Property and Evidence Specialist II	N/C
	Top Step	$ 5,629	$ 4,301	$ 4,011			$ 6,740		$ 6,825	$ 4,544	$ 5,555	
Retirement	PEPRA	2%@62	2%@62	2%@62			2%@62		2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 349	$ 267	$ 249			$ 418					
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 2,000		$ 2,380		$ 1,833	
Insurance	Health		$ 2,017							$ 1,555		
Insurance	Dental									$ 99		
Insurance	Vision											
Insurance	Other Ins.											
Leaves	Vacation	$ 325	$ 248	$ 247			$ 389		$ 551	$ 262	$ 321	
Leaves	Holidays	$ 303	$ 232	$ 231			$ 493		$ 368	$ 227	$ 299	
Leaves	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,378	$ 2,763	$ 2,050	$ 0	$ 0	$ 3,299	$ 0	$ 3,299	$ 2,143	$ 2,453	$ 0

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City of Imperial
Benefit Detail
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Public Services Director	Director of Public Works Operations	N/C	[Public Works Director/ Utilities Manager]	Director of Public Works/City Engineer	[IWA General Manager/ Director of Public Works]	Director of Public Works	Director of Public Works	N/C	Deputy Director, Public Works	N/C
	Top Step	$ 13,360	$ 11,483		$ 18,650	$ 13,354	$ 22,750	$ 19,703	$ 18,062		$ 21,422	
Retirement	PEPRA	2%@62	2%@62		2%@62	2%@62	2%@62	2%@62	2%@62		1.62%@65	
Retirement	Employee Cost Share				$ -373							
Retirement	Social Security	$ 828	$ 712				$ 871					
Retirement	Deferred Compensation							$ 100				
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900	$ 100	$ 2,349		$ 2,050	
Insurance	Health		$ 2,017		$ 2,942			$ 2,633				
Insurance	Dental				$ 137			$ 138				
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 771	$ 663		$ 1,883	$ 1,027	$ 1,750	$ 1,137	$ 1,876		$ 1,648	
Leaves	Holidays	$ 719	$ 618		$ 1,524	$ 693	$ 1,225	$ 1,061	$ 973		$ 1,154	
Leaves	Admin Leave	$ 514	$ 442		$ 1,076	$ 411	$ 875		$ 347			
Allow	Auto		$ 250		$ 433	$ 400	$ 500					
	Benefit Package Total	$ 5,233	$ 4,702	$ 0	$ 7,646	$ 4,302	$ 7,121	$ 5,201	$ 5,545	$ 0	$ 4,851	$ 0

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City of Imperial
Benefit Detail
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Public Services Maintenance Worker II	N/C	Laborer	Public Works Street Maintenance Worker	Street Maintenance Worker II	Street Maintenance Worker II	Street Maintenance Worker II	Street/Traffic Maintenance Worker	[Striping and Sign Assistant I/ Road Maintenance Worker]	Road Structures Worker II	Construction Resources Worker
	Top Step	$ 4,736		$ 3,479	$ 5,654	$ 4,640	$ 5,837	$ 7,710	$ 5,887	$ 3,953	$ 6,531	$ 5,955
Retirement	PEPRA	2%@62		2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 294		$ 216			$ 362					$ 369
Retirement	Deferred Compensation							$ 100				$ 60
Retirement	Other Ret.[1]											$ 596
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900	$ 100	$ 2,380		$ 1,833	
Insurance	Health				$ 2,095			$ 2,633		$ 1,555		$ 1,908
Insurance	Dental				$ 137			$ 138		$ 99		
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 273		$ 214	$ 435	$ 285	$ 337	$ 445	$ 475	$ 228	$ 377	$ 344
Leaves	Holidays	$ 255		$ 201	$ 462	$ 241	$ 314	$ 415	$ 317	$ 198	$ 352	$ 252
Leaves	Admin Leave					$ 36						
Allow	Auto											
	Benefit Package Total	$ 3,223	$ 0	$ 1,954	$ 3,153	$ 2,333	$ 2,913	$ 3,863	$ 3,172	$ 2,080	$ 2,561	$ 3,527

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Public Services Manager	N/C	N/C	[Sanitary Superintendent/ Water Superintendent]	Maintenance Supervisor	[Fleet Services Operations Manager/ Public Works Manager]	N/C	[Street Maintenance Manager/ Facilities Maintenance Manager]	N/C	[Facilities Support Manager/ Division Road Superintendent]	Superintendent of Construction
	Top Step	$ 12,103			$ 11,507	$ 8,298	$ 12,458		$ 10,756		$ 11,339	$ 11,386
Retirement	PEPRA	2%@62			2%@62	2%@62	2%@62		2%@62		1.62%@65	
Retirement	Employee Cost Share				$ -115							
Retirement	Social Security	$ 750					$ 772					$ 706
Retirement	Deferred Compensation											$ 114
Retirement	Other Ret.[1]											$ 1,139
Insurance	Cafeteria	$ 2,401				$ 1,771	$ 1,900		$ 2,349		$ 1,927	
Insurance	Health				$ 2,095							$ 1,908
Insurance	Dental				$ 137							
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation	$ 698			$ 885	$ 733	$ 719		$ 1,117		$ 741	$ 657
Leaves	Holidays	$ 652			$ 941	$ 431	$ 623		$ 579		$ 611	$ 482
Leaves	Admin Leave	$ 466			$ 553	$ 160	$ 479					
Allow	Auto											
	Benefit Package Total	$ 4,967	$ 0	$ 0	$ 4,520	$ 3,095	$ 4,493	$ 0	$ 4,045	$ 0	$ 3,279	$ 5,005

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Public Services Supervisor	N/C	Supervisor - Maintenance and Operations	Streets Supervisor	N/C	[Street Maintenance Supervisor/ Park and Landscape Supervisor]	Street Maintenance Supervisor	Maintenance Supervisor	Regional Road Superintendent	[Building Maintenance Supervisor/ Road Crew Supervisor]	Superintendent of Construction, Assistant
	Top Step	$ 8,780		$ 7,648	$ 9,498		$ 10,042	$ 10,892	$ 9,739	$ 6,275	$ 8,765	$ 9,368
Retirement	PEPRA	2%@62		2%@62	2%@62		2%@62	2%@62	2%@62	2%@62	1.62%@65	
Retirement	Employee Cost Share				$ -95							
Retirement	Social Security	$ 544		$ 474			$ 623					$ 581
Retirement	Deferred Compensation							$ 100				$ 94
Retirement	Other Ret.[1]											$ 937
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 1,900	$ 100	$ 2,349		$ 1,833	
Insurance	Health				$ 2,095			$ 2,633		$ 1,555		$ 1,908
Insurance	Dental				$ 137			$ 138		$ 99		
Insurance	Vision				$ 24			$ 32				
Insurance	Other Ins.											
Leaves	Vacation	$ 507		$ 471	$ 731		$ 579	$ 628	$ 1,011	$ 362	$ 506	$ 540
Leaves	Holidays	$ 473		$ 441	$ 776		$ 502	$ 586	$ 524	$ 314	$ 472	$ 396
Leaves	Admin Leave				$ 457		$ 386					
Allow	Auto											
	Benefit Package Total	$ 3,925	$ 0	$ 2,709	$ 4,125	$ 0	$ 3,990	$ 4,218	$ 3,885	$ 2,330	$ 2,811	$ 4,456

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Recreation and Special Events Coordinator	Recreation Coordinator	Community Recreation Coordinator	N/C	Recreation Supervisor	Community Program Administrator	N/C	Program Coordinator	N/C	N/C	N/C
	Top Step	$ 6,859	$ 5,359	$ 4,768		$ 6,967	$ 9,099		$ 6,500			
Retirement	PEPRA	2%@62	2%@62	2%@62		2%@62	2%@62		2%@62			
	Employee Cost Share											
	Social Security	$ 425	$ 332	$ 296			$ 564					
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900		$ 2,380			
	Health		$ 2,017									
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation	$ 396	$ 309	$ 293		$ 616	$ 525		$ 525			
	Holidays	$ 369	$ 289	$ 275		$ 362	$ 455		$ 350			
	Admin Leave		$ 41			$ 134	$ 350					
Allow	Auto											
	Benefit Package Total	$ 3,592	$ 2,988	$ 2,187	$ 0	$ 2,882	$ 3,794	$ 0	$ 3,255	$ 0	$ 0	$ 0

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Recreation Leader II	N/C	N/C	N/C	Recreation Leader	Community Program Aide	N/C	Recreation Program Assistant	N/C	Park Recreation Aide	N/C
	Top Step	$ 24.75				$ 16.00	$ 19.84		$ 26.52		$ 19.75	
Retirement	PEPRA											
	Employee Cost Share											
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria											
	Health											
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation											
	Holidays											
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

**Non-benefitted benchmark.*

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City of Imperial
Benefit Detail
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Utility Maintenance Worker II	Utility Worker I	N/C	N/C	N/C	N/C	N/C	N/C	N/C	Sewer Construction and Maintenance Worker	Construction Resources Worker
	Top Step	$ 5,227	$ 4,389								$ 5,977	$ 5,955
Retirement	PEPRA	2%@62	2%@62								1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 324	$ 272									$ 369
Retirement	Deferred Compensation											$ 60
Retirement	Other Ret.[1]											$ 596
Insurance	Cafeteria	$ 2,401									$ 1,833	
Insurance	Health		$ 2,017									$ 1,908
Insurance	Dental											
Insurance	Vision											
Insurance	Other Ins.											
Leaves	Vacation	$ 302	$ 253								$ 345	$ 344
Leaves	Holidays	$ 281	$ 236								$ 322	$ 252
Leaves	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 3,308	$ 2,779	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,500	$ 3,527

N/C - Non Comparator
1 - Imperial Irrigation District: 401a

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City of Imperial
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	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Wastewater Plant Chief Operator	N/C	[Public Works Director/ Wastewater System Supervisor]	[Wastewater Superintendent/ Chief Treatment/ Collections System Operator]	N/C	N/C	N/C	N/C	N/C	DPW Unit Manager	N/C
	Top Step	$ 8,780		$ 10,233	$ 10,819						$ 12,619	
Retirement	PEPRA	2%@62		2%@62	2%@62						1.62%@65	
	Employee Cost Share				$ -108							
	Social Security	$ 544		$ 634								
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323							$ 1,927	
	Health				$ 2,095							
	Dental				$ 137							
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation	$ 507		$ 630	$ 832						$ 825	
	Holidays	$ 473		$ 590	$ 884						$ 679	
	Admin Leave	$ 338			$ 520							
Allow	Auto											
	Benefit Package Total	$ 4,263	$ 0	$ 3,178	$ 4,384	$ 0	$ 0	$ 0	$ 0	$ 0	$ 3,432	$ 0

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	Benchmark/ Comparator Agency Match	Wastewater Treatment Plant Operator II	Wastewater Treatment Plant Operator 2	Wastewater Treatment Plant Operator II	Treatment Plant Operator II	Wastewater Treatment Plant Operator II	N/C	N/C	N/C	N/C	Wastewater Plant Operator II	N/C
	Top Step	$ 6,692	$ 5,337	$ 6,292	$ 6,796	$ 6,084					$ 6,939	
Retirement	PEPRA	2%@62	2%@62	2%@62	2%@62	2%@62					1.62%@65	
Retirement	Employee Cost Share											
Retirement	Social Security	$ 415	$ 331	$ 390								
Retirement	Deferred Compensation											
Retirement	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771					$ 1,833	
Insurance	Health		$ 2,017		$ 2,095							
Insurance	Dental				$ 137							
Insurance	Vision				$ 24							
Insurance	Other Ins.											
Leaves	Vacation	$ 386	$ 308	$ 387	$ 523	$ 538					$ 400	
Leaves	Holidays	$ 360	$ 287	$ 411	$ 555	$ 316					$ 374	
Leaves	Admin Leave					$ 47						
Allow	Auto											
	Benefit Package Total	$ 3,562	$ 2,943	$ 2,512	$ 3,334	$ 2,671	$ 0	$ 0	$ 0	$ 0	$ 2,607	$ 0

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	Benchmark/ Comparator Agency Match	**Water Meter/ Distribution Operator II**	Utility Worker II	Water Distribution Operator II	Water Service Worker II	[Certified Water Distribution Operator II/ Utility Field Representative]	IWA Water Utility Worker II	N/C	N/C	N/C	N/C	N/C
	Top Step	**$ 5,629**	$ 4,841	$ 6,292	$ 6,169	$ 6,084	$ 7,270					
Retirement	PEPRA	**2%@62**	2%@62	2%@62	2%@62	2%@62	2%@62					
	Employee Cost Share											
	Social Security	**$ 349**	$ 300	$ 390			$ 451					
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	**$ 2,401**		$ 1,323		$ 1,771	$ 1,900					
	Health		$ 2,017		$ 2,095							
	Dental				$ 137							
	Vision				$ 24							
	Other Ins.											
Leaves	Vacation	**$ 325**	$ 279	$ 387	$ 475	$ 538	$ 419					
	Holidays	**$ 303**	$ 261	$ 411	$ 504	$ 316	$ 391					
	Admin Leave					$ 47						
Allow	Auto											
	Benefit Package Total	**$ 3,378**	**$ 2,857**	**$ 2,512**	**$ 3,235**	**$ 2,671**	**$ 3,162**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

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August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Water Plant Chief Operator	N/C	[Public Works Director/ Water System Supervisor]	N/C	N/C	IWA Operations Manager	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 8,780		$ 10,233			$ 16,067					
Retirement	PEPRA	2%@62		2%@62			2%@62					
	Employee Cost Share											
	Social Security	$ 544		$ 634			$ 871					
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323			$ 1,900					
	Health											
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation	$ 507		$ 630			$ 927					
	Holidays	$ 473		$ 590			$ 803					
	Admin Leave	$ 338					$ 618					
Allow	Auto											
	Benefit Package Total	$ 4,263	$ 0	$ 3,178	$ 0	$ 0	$ 5,119	$ 0	$ 0	$ 0	$ 0	$ 0

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City of Imperial
Benefit Detail
August 2024

	Agency	City of Imperial	City of Brawley	City of Calexico	City of Coachella	City of El Centro	City of Indio	City of Palm Desert	City of Palm Springs	County of Imperial	County of San Diego	Imperial Irrigation District
	Benchmark/ Comparator Agency Match	Water Treatment Plant Operator II	Water Treatment Plant Operator T-3	Water Treatment Plant Operator II	N/C	Water Treatment Plant Shift Operator	IWA Water Treatment Plant Operator II	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 6,692	$ 5,606	$ 6,292		$ 7,046	$ 8,194					
Retirement	PEPRA	2%@62	2%@62	2%@62		2%@62	2%@62					
	Employee Cost Share											
	Social Security	$ 415	$ 348	$ 390			$ 508					
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 2,401		$ 1,323		$ 1,771	$ 1,900					
	Health		$ 2,017									
	Dental											
	Vision											
	Other Ins.											
Leaves	Vacation	$ 386	$ 323	$ 387		$ 623	$ 473					
	Holidays	$ 360	$ 302	$ 411		$ 366	$ 441					
	Admin Leave					$ 54						
Allow	Auto											
	Benefit Package Total	$ 3,562	$ 2,990	$ 2,512	$ 0	$ 2,813	$ 3,322	$ 0	$ 0	$ 0	$ 0	$ 0

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Accountant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Accountant	Proposed					
2	City of Palm Desert	Accountant	$ 10,116	$ 4,131	$ 14,247	7/1/2024	7/1/2025	3.00%
3	Imperial Irrigation District	Financial Accountant	$ 9,368	$ 4,456	$ 13,823	1/1/2024	1/1/2025	4.00%
4	City of Palm Springs	Accountant	$ 9,739	$ 3,885	$ 13,624	7/1/2024	7/1/2025	5.00%
5	City of Indio	Accountant	$ 9,660	$ 3,911	$ 13,571	7/1/2024	7/1/2025	3.00%
6	City of Coachella	Accountant	$ 9,202	$ 3,716	$ 12,918	7/1/2024	7/1/2025	4.00%
7	City of Brawley	Accountant	$ 7,297	$ 3,340	$ 10,637	7/1/2024	unknown	unknown
8	City of El Centro	Accountant	$ 6,967	$ 2,615	$ 9,582	7/1/2024	unknown	unknown
9	County of San Diego	Associate Accountant	$ 6,857	$ 2,598	$ 9,455	6/28/2024	unknown	unknown
10	County of Imperial	Accountant-Auditor	$ 5,952	$ 2,295	$ 8,247	7/12/2024	unknown	unknown
11	City of Calexico	Accountant	$ 4,652	$ 2,166	$ 6,818	1/1/2023	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,981	$ 11,292
% City of Imperial Above/Below		
Median of Comparators	$ 8,250	$ 11,777
% City of Imperial Above/Below		
Number of Matches	10	10

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Accounting Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Accounting Technician II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	City of Coachella	Accounting Technician	$ 6,656	$ 3,312	$ 9,969	7/1/2024	7/1/2025	4.00%
3	Imperial Irrigation District	Accounting Technician	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
4	City of Indio	Accounting Technician II	$ 6,450	$ 3,019	$ 9,469	7/1/2024	7/1/2025	3.00%
5	**City of Imperial**	**Accounting Technician**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of Palm Springs	Account Clerk II	$ 5,887	$ 3,172	$ 9,059	7/1/2024	7/1/2025	5.00%
7	City of Brawley	Senior Accounting Assistant	$ 4,907	$ 2,906	$ 7,814	7/1/2024	unknown	unknown
8	County of San Diego	Account Clerk Specialist	$ 4,699	$ 2,357	$ 7,056	6/28/2024	unknown	unknown
9	County of Imperial[1]	[Accounting Technician/ Account Clerk II]	$ 3,691	$ 2,051	$ 5,742	7/12/2024	unknown	unknown
10	City of Calexico	Accounting Assistant II	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,493	$ 8,400
% City of Imperial Above/Below	7.1%	10.1%
Median of Comparators	$ 5,887	$ 9,059
% City of Imperial Above/Below	0.5%	3.0%
Number of Matches	9	9

N/C - Non Comparator

1 - County of Imperial: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Administrative Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Administrative Assistant II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	Imperial Irrigation District[1]	[Administrative Assistant II/ Clerical Technician]	$ 6,453	$ 3,663	$ 10,116	1/1/2024	1/1/2025	4.00%
3	City of Indio	Administrative Assistant	$ 6,482	$ 3,025	$ 9,507	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Administrative Assistant	$ 6,183	$ 3,212	$ 9,395	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Department Assistant II	$ 5,750	$ 3,168	$ 8,918	7/1/2024	7/1/2025	4.00%
6	**City of Imperial**	**Administrative Assistant**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of San Diego	Administrative Secretary II	$ 5,313	$ 2,426	$ 7,738	6/28/2024	unknown	unknown
8	City of El Centro	Staff Assistant	$ 4,965	$ 2,372	$ 7,337	7/1/2024	unknown	unknown
9	City of Brawley	Administrative Office Clerk	$ 3,607	$ 2,671	$ 6,278	7/1/2024	unknown	unknown
10	County of Imperial	Administrative Secretary	$ 4,167	$ 2,103	$ 6,270	7/12/2024	unknown	unknown
11	City of Calexico	Administrative Assistant	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,411	$ 8,256
% City of Imperial Above/Below	-14.3%	-3.7%
Median of Comparators	$ 5,531	$ 8,328
% City of Imperial Above/Below	-16.8%	-4.6%
Number of Matches	10	10

N/C - Non Comparator

1 - Imperial Irrigation District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Assistant City Clerk

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Deputy City Clerk	$ 9,498	$ 4,125	$ 13,623	7/1/2024	7/1/2025	3.00%
2	City of Palm Desert	Deputy City Clerk II	$ 8,511	$ 3,952	$ 12,463	7/1/2024	7/1/2025	3.00%
3	City of Indio	Deputy City Clerk	$ 7,795	$ 3,523	$ 11,318	7/1/2024	7/1/2025	3.00%
4	**City of Imperial**	**Assistant City Clerk**	**$ 7,386**	**$ 3,683**	**$ 11,069**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Palm Springs	Deputy City Clerk	$ 7,422	$ 3,519	$ 10,941	7/1/2024	7/1/2025	5.00%
6	City of El Centro	N/C						
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Calexico	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,307	$ 12,086
% City of Imperial Above/Below	-12.5%	-9.2%
Median of Comparators	$ 8,153	$ 11,891
% City of Imperial Above/Below	-10.4%	-7.4%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Assistant to the City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Special Assistant to the City Manager	$ 13,561	$ 4,748	$ 18,309	7/1/2024	7/1/2025	5.00%
2	City of Coachella	Assistant to the City Manager	$ 12,573	$ 4,729	$ 17,302	7/1/2024	7/1/2025	3.00%
3	**City of Imperial**	**Assistant to the City Manager**	**$ 12,103**	**$ 4,967**	**$ 17,070**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	City of El Centro	N/C						
8	Imperial Irrigation District	N/C						
9	City of Brawley	N/C						
10	City of Palm Desert	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Associate Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Associate Planner	Proposed					
2	City of Palm Desert	Associate Planner	$ 10,367	$ 4,159	$ 14,526	7/1/2024	7/1/2025	3.00%
3	City of Coachella	Associate Planner	$ 9,780	$ 4,180	$ 13,960	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Associate Planner	$ 9,988	$ 3,924	$ 13,912	7/1/2024	7/1/2025	5.00%
5	City of Indio	Associate Planner	$ 9,459	$ 3,869	$ 13,328	7/1/2024	7/1/2025	3.00%
6	County of San Diego	Land Use/Environmental Planner II	$ 8,670	$ 2,800	$ 11,470	6/28/2024	unknown	unknown
7	City of El Centro	Associate Planner	$ 7,378	$ 2,948	$ 10,326	7/1/2024	unknown	unknown
8	County of Imperial	Planner II	$ 6,167	$ 2,318	$ 8,485	7/12/2024	unknown	unknown
9	Imperial Irrigation District	N/C						
10	City of Calexico	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,830	$ 12,287
% City of Imperial Above/Below		
Median of Comparators	$ 9,459	$ 13,328
% City of Imperial Above/Below		
Number of Matches	7	7

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Building Inspector II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Building Inspector II	$ 8,941	$ 4,000	$ 12,941	7/1/2024	7/1/2025	3.00%
2	City of Indio	Building Inspector II	$ 8,865	$ 3,745	$ 12,611	7/1/2024	7/1/2025	3.00%
3	City of Coachella	Building Inspector II	$ 8,607	$ 3,621	$ 12,228	7/1/2024	7/1/2025	4.00%
4	City of Palm Springs	Building Inspector	$ 8,316	$ 3,499	$ 11,815	7/1/2024	7/1/2025	5.00%
5	County of San Diego	Building Inspector II	$ 8,187	$ 2,746	$ 10,933	6/28/2024	unknown	unknown
6	**City of Imperial**	**Building Inspector II**	**$ 7,206**	**$ 3,652**	**$ 10,858**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Building Inspector	$ 6,680	$ 3,228	$ 9,908	7/1/2024	unknown	unknown
8	City of El Centro	Building Inspector	$ 5,691	$ 2,460	$ 8,151	7/1/2024	unknown	unknown
9	City of Calexico	Building Inspector II	$ 5,668	$ 2,351	$ 8,019	1/1/2023	unknown	unknown
10	County of Imperial	Building Inspector II	$ 5,734	$ 2,271	$ 8,005	7/12/2024	unknown	unknown
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,410	$ 10,512
% City of Imperial Above/Below	-2.8%	3.2%
Median of Comparators	$ 8,187	$ 10,933
% City of Imperial Above/Below	-13.6%	-0.7%
Number of Matches	9	9

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Building Official

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Building Official	Proposed					
2	City of Palm Desert	Chief Building Official	$ 16,172	$ 4,807	$ 20,979	7/1/2024	7/1/2025	3.00%
3	City of Indio	Chief Building Official	$ 15,312	$ 5,568	$ 20,880	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Building Official	$ 13,898	$ 4,808	$ 18,706	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Building Official	$ 12,460	$ 4,707	$ 17,168	7/1/2024	7/1/2025	3.00%
6	City of El Centro	Assistant Community Development Director	$ 10,868	$ 3,805	$ 14,673	7/1/2024	unknown	unknown
7	County of San Diego	Building/Enforcement Manager	$ 11,265	$ 3,270	$ 14,535	6/28/2024	unknown	unknown
8	County of Imperial	Building Division Manager	$ 9,312	$ 2,925	$ 12,238	7/12/2024	unknown	unknown
9	City of Brawley	Building Official	$ 8,326	$ 3,526	$ 11,852	7/1/2024	unknown	unknown
10	City of Calexico	Building Official	$ 6,256	$ 2,457	$ 8,713	1/1/2023	unknown	unknown
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,541	$ 15,527
% City of Imperial Above/Below		
Median of Comparators	$ 11,265	$ 14,673
% City of Imperial Above/Below		
Number of Matches	9	9

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Chief of Police

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Police Chief	$ 23,875	$ 6,573	$ 30,448	7/1/2024	7/1/2025	5.00%
2	City of Indio	Chief of Police	$ 19,648	$ 4,632	$ 24,281	7/1/2024	unknown	unknown
3	County of San Diego	Sheriff's Commander	$ 18,435	$ 4,087	$ 22,522	6/28/2024	unknown	unknown
4	City of Brawley	Chief of Police	$ 15,417	$ 4,835	$ 20,252	8/6/2024	8/6/2025	5.40%
5	County of Imperial	Sheriff-Coroner	$ 15,160	$ 4,174	$ 19,333	7/12/2024	unknown	unknown
6	City of El Centro	Chief of Police	$ 14,534	$ 4,541	$ 19,075	7/1/2024	unknown	unknown
7	**City of Imperial**	**Chief of Police**	**$ 13,359**	**$ 5,683**	**$ 19,042**	**7/1/2024**	**7/1/2025**	**2.50%**
8	City of Calexico	Police Chief	$ 13,674	$ 3,480	$ 17,154	12/7/2022	unknown	unknown
9	City of Coachella	N/C						
10	City of Palm Desert	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,249	$ 21,866
% City of Imperial Above/Below	-29.10%	-14.80%
Median of Comparators	$ 15,417	$ 20,252
% City of Imperial Above/Below	-15.40%	-6.40%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	City Manager	$ 27,083	$ 9,099	$ 36,182	3/1/2023	unknown	unknown
2	City of Indio	City Manager	$ 25,417	$ 9,728	$ 35,145	7/1/2024	unknown	unknown
3	City of Coachella	City Manager	$ 23,917	$ 10,069	$ 33,986	1/24/2024	1/24/2025	Up to 7.00%
4	City of Palm Desert	City Manager	$ 26,306	$ 5,937	$ 32,244	7/1/2024	7/1/2025	3.00%
5	Imperial Irrigation District	General Manager, Assistant	$ 22,616	$ 7,963	$ 30,579	1/1/2024	1/1/2025	4.00%
6	**City of Imperial**	**City Manager**	**$ 19,574**	**$ 6,708**	**$ 26,282**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	City Manager	$ 20,400	$ 5,476	$ 25,876	7/1/2024	7/1/2025	2.00%
8	City of Calexico	City Manager	$ 18,334	$ 5,486	$ 23,820	6/15/2022	unknown	unknown
9	City of Brawley	City Manager	$ 15,522	$ 5,516	$ 21,038	7/1/2024	11/4/2024	1.50%
10	County of Imperial	N/C						
11	County of San Diego	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 22,449	$ 29,859
% City of Imperial Above/Below	-14.7%	-13.6%
Median of Comparators	$ 23,267	$ 31,412
% City of Imperial Above/Below	-18.9%	-19.5%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Code Enforcement Inspector II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Code Compliance Officer II	$ 8,098	$ 3,906	$ 12,004	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Code Compliance Officer	$ 7,531	$ 3,394	$ 10,925	7/1/2024	7/1/2025	5.00%
3	City of Indio	Code Enforcement Officer II	$ 7,306	$ 3,168	$ 10,474	7/1/2024	7/1/2025	3.00%
4	City of Coachella	Code Enforcement Officer	$ 7,051	$ 3,375	$ 10,426	7/1/2024	7/1/2025	4.00%
5	County of San Diego	Code Enforcement Officer	$ 7,278	$ 2,645	$ 9,923	6/28/2024	unknown	unknown
6	**City of Imperial**	**Code Enforcement Inspector II**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Code Enforcement Officer	$ 5,601	$ 3,032	$ 8,634	7/1/2024	unknown	unknown
8	City of El Centro	Code Enforcement Officer I	$ 4,965	$ 2,372	$ 7,337	7/1/2024	unknown	unknown
9	City of Calexico	Code Enforcement Officer	$ 4,428	$ 2,126	$ 6,554	1/1/2023	unknown	unknown
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,532	$ 9,535
% City of Imperial Above/Below	-10.4%	-2.1%
Median of Comparators	$ 7,165	$ 10,174
% City of Imperial Above/Below	-21.1%	-8.9%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Collection System Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Treatment/Collection System Operator II	$ 6,796	$ 3,334	$ 10,130	7/1/2024	7/1/2025	4.00%
2	**City of Imperial**	**Collection System Worker II**	**$ 5,227**	**$ 3,308**	**$ 8,536**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Wastewater Maintenance Worker	$ 4,472	$ 2,433	$ 6,905	7/1/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Community Development Director								
Rank	**Comparator Agency**	**Classification Title**	**Top Step**	**Benefits Package**	**Total Monthly Comp**	**Salary Effective Date**	**Next Salary Increase**	**Next Percentage Increase**
1	City of Coachella[1]	[Community Development Director/ City Engineer]	$ 18,206	$ 7,548	$ 25,754	7/1/2024	7/1/2025	4.00%
2	City of Indio	Director of Community Development	$ 19,096	$ 6,503	$ 25,599	7/1/2024	7/1/2025	3.00%
3	City of Palm Desert	Director of Development Services	$ 19,703	$ 5,201	$ 24,904	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs	Director of Development Services	$ 18,977	$ 5,706	$ 24,683	7/1/2024	7/1/2025	5.00%
5	County of San Diego	Deputy Director, Planning and Development Services	$ 19,978	$ 4,663	$ 24,641	6/28/2024	unknown	unknown
6	**City of Imperial**	**Community Development Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of Imperial[2]	[Assistant Director of Planning and Building Services/ Director of Planning and Building Services]	$ 12,989	$ 3,427	$ 16,416	7/12/2024	unknown	unknown
8	City of El Centro	Director of Community Development	$ 11,050	$ 3,834	$ 14,884	7/1/2024	unknown	unknown
9	City of Calexico	Planning and Building Services Director	$ 10,507	$ 3,551	$ 14,058	11/13/2023	unknown	unknown
10	City of Brawley	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 16,313	$ 21,367
% City of Imperial Above/Below	-22.1%	-14.9%
Median of Comparators	$ 18,591	$ 24,662
% City of Imperial Above/Below	-39.2%	-32.6%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - County of Imperial: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Community Development Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Development Services Technician	$ 8,420	$ 3,913	$ 12,333	7/1/2024	7/1/2025	3.00%
2	City of Palm Desert	Permit Technician II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
3	City of Palm Springs	Permit Center Technician	$ 7,915	$ 3,445	$ 11,360	7/1/2024	7/1/2025	5.00%
4	City of Indio	Permit Technician II	$ 6,813	$ 3,082	$ 9,896	7/1/2024	7/1/2025	3.00%
5	County of San Diego	Land Use Technician II	$ 6,854	$ 2,597	$ 9,451	6/28/2024	unknown	unknown
6	County of Imperial	Permit Specialist	$ 5,953	$ 2,295	$ 8,248	7/12/2024	unknown	unknown
7	City of El Centro	Permit Center Technician	$ 5,313	$ 2,414	$ 7,727	7/1/2024	unknown	unknown
8	**City of Imperial**	**Community Development Technician II**	**$ 4,398**	**$ 3,164**	**$ 7,562**	**7/1/2024**	**7/1/2025**	**2.50%**
9	City of Calexico	Permit Technician	$ 3,725	$ 1,998	$ 5,723	1/1/2023	unknown	unknown
10	City of Brawley	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,588	$ 9,539
% City of Imperial Above/Below	-49.8%	-26.1%
Median of Comparators	$ 6,833	$ 9,673
% City of Imperial Above/Below	-55.4%	-27.9%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Crime Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Crime and Intelligence Analyst	$ 8,479	$ 2,873	$ 11,352	6/28/2024	unknown	unknown
2	City of Palm Springs	Crime Analyst	$ 7,531	$ 3,394	$ 10,925	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Crime Analyst**	**$ 6,528**	**$ 3,534**	**$ 10,062**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Indio	IPD Crime Analyst II	$ 6,740	$ 3,299	$ 10,040	1/1/2024	1/1/2025	3.00%
5	City of Coachella	N/C						
6	City of Palm Desert	N/C						
7	City of Brawley	N/C						
8	City of Calexico	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Engineering Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Engineering Technician II	Proposed					
2	Imperial Irrigation District	Engineering Technician II	$ 7,598	$ 3,974	$ 11,572	1/1/2024	1/1/2025	4.00%
3	City of Coachella	Engineering Technician	$ 7,210	$ 3,400	$ 10,610	7/1/2024	7/1/2025	4.00%
4	City of Indio	Engineering Technician II	$ 6,847	$ 3,088	$ 9,936	7/1/2024	7/1/2025	3.00%
5	County of San Diego	Engineering Technician II	$ 6,866	$ 2,599	$ 9,465	6/28/2024	unknown	unknown
6	City of El Centro	Engineering Technician	$ 6,483	$ 2,556	$ 9,039	7/1/2024	unknown	unknown
7	City of Brawley	Engineering Technician II	$ 5,337	$ 2,943	$ 8,280	7/1/2024	7/1/2025	2.00%
8	County of Imperial	Civil Engineering Technician	$ 5,111	$ 2,204	$ 7,315	7/12/2024	unknown	unknown
9	City of Calexico	Engineering Technician	$ 4,538	$ 2,146	$ 6,684	1/1/2023	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Palm Springs	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,249	$ 9,113
% City of Imperial Above/Below		
Median of Comparators	$ 6,665	$ 9,252
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Equipment Mechanic

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Vehicle Equipment Mechanic II	$ 8,374	$ 3,585	$ 11,958	7/1/2024	7/1/2025	4.00%
2	City of Palm Springs	Fleet Maintenance Technician III	$ 7,720	$ 3,419	$ 11,139	7/1/2024	7/1/2025	5.00%
3	City of Indio	Fleet Mechanic II	$ 7,020	$ 3,118	$ 10,139	7/1/2024	7/1/2025	3.00%
4	Imperial Irrigation District	Mechanic II	$ 6,252	$ 3,608	$ 9,860	1/1/2024	1/1/2025	4.00%
5	County of San Diego	Senior Fleet Technician	$ 6,777	$ 2,589	$ 9,366	6/28/2024	unknown	unknown
6	**City of Imperial**	**Equipment Mechanic**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Equipment Mechanic I	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
8	County of Imperial[1]	[Heavy Equipment Mechanic/ Automotive Mechanic]	$ 4,691	$ 2,159	$ 6,850	7/12/2024	unknown	unknown
9	City of Calexico	Mechanic I/Service Advisor	$ 4,112	$ 2,069	$ 6,181	1/1/2023	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,198	$ 9,058
% City of Imperial Above/Below	-10.1%	-0.6%
Median of Comparators	$ 6,515	$ 9,613
% City of Imperial Above/Below	-15.7%	-6.7%
Number of Matches	8	8

N/C - Non Comparator

1 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Finance Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Coachella	Finance Director	$ 18,374	$ 7,585	$ 25,959	7/1/2024	7/1/2025	4.00%
2	County of San Diego	Group Finance Director	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
3	City of Palm Desert	Director of Finance	$ 20,197	$ 5,256	$ 25,453	7/1/2024	7/1/2025	3.00%
4	City of Indio	Director of Finance	$ 19,096	$ 6,136	$ 25,232	7/1/2024	7/1/2025	3.00%
5	City of Palm Springs	Director of Finance and Treasurer	$ 19,433	$ 5,787	$ 25,220	7/1/2024	7/1/2025	5.00%
6	**City of Imperial**	**Finance Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Director of Finance	$ 12,351	$ 3,742	$ 16,093	7/1/2024	unknown	unknown
8	County of Imperial	Deputy CEO - Budget and Finance	$ 11,848	$ 3,822	$ 15,670	7/12/2024	unknown	unknown
9	City of Brawley	N/C						
10	City of Calexico	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,428	$ 22,726
% City of Imperial Above/Below	-30.5%	-22.2%
Median of Comparators	$ 19,096	$ 25,232
% City of Imperial Above/Below	-42.9%	-35.7%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Finance Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Finance Manager	Proposed					
2	Imperial Irrigation District[4]	[Officer of Accounting Financial Controller/ Officer Budget & Finance Performance, Assistant]	$ 14,579	$ 6,121	$ 20,700	1/1/2024	1/1/2025	4.00%
3	City of Palm Springs	Assistant Director of Finance	$ 15,194	$ 5,037	$ 20,231	7/1/2024	7/1/2025	5.00%
4	City of Palm Desert[2]	[Deputy Director of Finance/ Finance Supervisor]	$ 13,734	$ 4,535	$ 18,269	7/1/2024	7/1/2025	3.00%
5	City of Coachella[1]	[Accounting Manager/ Finance Manager]	$ 12,610	$ 4,737	$ 17,346	7/1/2024	7/1/2025	3.00%
6	County of San Diego[3]	[Principal Accountant/ Departmental Budget Manager]	$ 11,573	$ 3,307	$ 14,880	6/28/2024	unknown	unknown
7	City of El Centro	Finance Manager	$ 8,298	$ 3,184	$ 11,482	7/1/2024	unknown	unknown
8	County of Imperial	General Accounting Manager	$ 8,216	$ 2,776	$ 10,992	7/12/2024	unknown	unknown
9	City of Calexico	Finance Manager	$ 6,591	$ 2,771	$ 9,362	7/1/2023	unknown	unknown
10	City of Indio	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,349	$ 15,408
% City of Imperial Above/Below		
Median of Comparators	$ 12,092	$ 16,113
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Palm Desert: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

3 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - Imperial Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Finance Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Payroll and Accounting Manager	$ 12,593	$ 4,577	$ 17,170	7/1/2024	7/1/2025	5.00%
2	Imperial Irrigation District	Supervisor, Payroll & Accounts Payable Services	$ 11,956	$ 5,160	$ 17,115	1/1/2024	1/1/2025	4.00%
3	City of Indio[1]	[Finance Manager/ Senior Accountant]	$ 12,185	$ 4,436	$ 16,621	7/1/2024	7/1/2025	3.00%
4	**City of Imperial**	**Finance Supervisor**	**$ 12,103**	**$ 4,502**	**$ 16,605**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Palm Desert	Finance Supervisor	$ 10,892	$ 4,218	$ 15,110	7/1/2024	7/1/2025	3.00%
6	County of San Diego[2]	[Principal Accountant/ Senior Accountant]	$ 10,007	$ 2,949	$ 12,956	6/28/2024	unknown	unknown
7	City of Brawley	Finance Manager	$ 9,088	$ 3,664	$ 12,752	7/1/2024	unknown	unknown
8	City of Coachella	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,120	$ 15,287
% City of Imperial Above/Below	8.1%	7.9%
Median of Comparators	$ 11,424	$ 15,866
% City of Imperial Above/Below	5.6%	4.5%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Indio: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - County of San Diego: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
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Fleet and Facilities Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Fleet and Facilities Supervisor	Proposed					
2	Imperial Irrigation District[6]	[Supervisor, Fleet Services/ Foreman, General Facilities Management Services]	$ 11,386	$ 5,005	$ 16,391	1/1/2024	1/1/2025	4.00%
3	City of Indio	Fleet Mechanic Supervisor	$ 10,042	$ 3,990	$ 14,033	7/1/2024	7/1/2025	3.00%
4	City of Palm Springs[3]	[Fleet Maintenance Manager/ Fleet Maintenance Technician, Lead]	$ 9,947	$ 3,917	$ 13,864	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Fleet Services Coordinator	$ 9,873	$ 3,822	$ 13,696	7/1/2024	7/1/2025	4.00%
6	County of San Diego[5]	[Fleet Coordinator/ Fleet Team Lead]	$ 9,039	$ 3,005	$ 12,044	6/28/2024	unknown	unknown
7	City of Calexico[1]	[Supervisor - Maintenance and Operations/ Supervisor-Fleet Maintenance]	$ 7,648	$ 2,709	$ 10,357	1/1/2023	unknown	unknown
8	City of El Centro[2]	[Building and Facilities Maintenance Supervisor/ Chief Mechanic]	$ 6,967	$ 2,882	$ 9,849	7/1/2024	unknown	unknown
9	County of Imperial[4]	[Maintenance Supervisor II/ Supervising Vehicle and Light Equipment Mechanic]	$ 6,306	$ 2,333	$ 8,639	7/12/2024	unknown	unknown
10	City of Palm Desert	N/C						
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,901	$ 12,359
% City of Imperial Above/Below		
Median of Comparators	$ 9,456	$ 12,870
% City of Imperial Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - City of Calexico: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of El Centro: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Palm Springs: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
4 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - County of San Diego: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
6 - Imperial Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
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Human Resources Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	Director of Human Resources and Risk Management	$ 19,096	$ 6,723	$ 25,819	7/1/2024	7/1/2025	3.00%
2	Imperial Irrigation District	Manager, Human Resources	$ 18,607	$ 7,044	$ 25,650	1/1/2024	1/1/2025	4.00%
3	County of San Diego	Group Human Resources Director	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
4	City of Palm Springs	Director of Human Resources	$ 16,772	$ 5,316	$ 22,088	7/1/2024	7/1/2025	5.00%
5	City of Palm Desert	Human Resources Manager	$ 16,172	$ 4,807	$ 20,979	7/1/2024	7/1/2025	3.00%
6	City of Coachella	Human Resources Manager	$ 14,513	$ 6,301	$ 20,814	7/1/2024	7/1/2025	4.00%
7	**City of Imperial**	**Human Resources Director**	**$ 12,103**	**$ 4,967**	**$ 17,070**	**7/1/2024**	**7/1/2025**	**2.50%**
8	County of Imperial	Deputy Director of Human Resources and Risk Management	$ 11,848	$ 3,822	$ 15,670	7/12/2024	unknown	unknown
9	City of El Centro	Director of Human Resources	$ 10,837	$ 3,800	$ 14,637	7/1/2024	unknown	unknown
10	City of Brawley	N/C						
11	City of Calexico	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 16,068	$ 21,389
% City of Imperial Above/Below	-32.8%	-25.3%
Median of Comparators	$ 16,472	$ 21,534
% City of Imperial Above/Below	-36.1%	-26.1%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Human Resources Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Imperial Irrigation District	Human Resources Specialist I	$ 8,092	$ 4,109	$ 12,201	1/1/2024	1/1/2025	4.00%
2	**City of Imperial**	**Human Resources Specialist**	**$ 7,760**	**$ 4,046**	**$ 11,807**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of Palm Springs	Human Resources Specialist	$ 7,999	$ 3,610	$ 11,609	7/1/2024	7/1/2025	5.00%
4	City of Indio	Human Resources Specialist	$ 7,453	$ 3,165	$ 10,618	7/1/2024	7/1/2025	3.00%
5	City of Coachella	Human Resources Technician	$ 7,186	$ 3,396	$ 10,582	7/1/2024	7/1/2025	4.00%
6	County of San Diego	Human Resources Assistant	$ 5,467	$ 2,537	$ 8,004	6/28/2024	unknown	unknown
7	County of Imperial	Human Resources Specialist-Confidential	$ 5,527	$ 2,249	$ 7,776	7/12/2024	unknown	unknown
8	City of Calexico	Human Resources - Risk Management Technician	$ 4,320	$ 2,106	$ 6,426	1/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Brawley	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,578	$ 9,602
% City of Imperial Above/Below	15.2%	18.7%
Median of Comparators	$ 7,186	$ 10,582
% City of Imperial Above/Below	7.4%	10.4%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Information Technology Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Group Information Technology Manager	$ 20,699	$ 4,757	$ 25,456	6/28/2024	unknown	unknown
2	Imperial Irrigation District	Chief Information Officer, Assistant	$ 16,877	$ 6,647	$ 23,524	1/1/2024	1/1/2025	4.00%
3	City of Palm Springs	Director of Information Technology	$ 17,619	$ 5,466	$ 23,085	7/1/2024	7/1/2025	5.00%
4	City of Indio	Director of Information Technology	$ 16,918	$ 5,809	$ 22,727	7/1/2024	7/1/2025	3.00%
5	**City of Imperial**	**Information Technology Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
6	City of Coachella	N/C						
7	City of Palm Desert	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 18,028	$ 23,698
% City of Imperial Above/Below	-34.9%	-27.5%
Median of Comparators	$ 17,268	$ 23,305
% City of Imperial Above/Below	-29.3%	-25.3%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Information Technology Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Information Technology Technician	$ 8,524	$ 3,527	$ 12,051	7/1/2024	7/1/2025	5.00%
2	Imperial Irrigation District	Personal Computer Technician	$ 7,237	$ 3,876	$ 11,113	1/1/2024	1/1/2025	4.00%
3	City of Indio	Information Technology Support Technician	$ 7,603	$ 3,220	$ 10,823	7/1/2024	7/1/2025	3.00%
4	City of Coachella	Information Technology Technician	$ 7,210	$ 3,400	$ 10,610	7/1/2024	7/1/2025	4.00%
5	County of San Diego	Information Technology Specialist	$ 7,505	$ 2,822	$ 10,327	6/28/2024	unknown	unknown
6	**City of Imperial**	**Information Technology Technician II**	**$ 5,914**	**$ 3,428**	**$ 9,342**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Computer Support Technician	$ 6,084	$ 2,508	$ 8,592	7/1/2024	unknown	unknown
8	County of Imperial	Department Systems Support Technician II	$ 4,893	$ 2,181	$ 7,074	7/12/2024	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Brawley	N/C						
11	City of Calexico	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,008	$ 10,084
% City of Imperial Above/Below	-18.5%	-7.9%
Median of Comparators	$ 7,237	$ 10,610
% City of Imperial Above/Below	-22.4%	-13.6%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Librarian

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Librarian II	$ 9,868	$ 4,104	$ 13,972	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Librarian	$ 8,398	$ 3,673	$ 12,071	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Librarian**	**$ 7,386**	**$ 3,683**	**$ 11,069**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	Librarian II	$ 7,649	$ 2,686	$ 10,335	6/28/2024	unknown	unknown
5	City of Calexico	Reference Librarian	$ 5,149	$ 2,455	$ 7,604	7/1/2023	unknown	unknown
6	City of Coachella	N/C						
7	City of Indio	N/C						
8	City of Brawley	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,766	$ 10,996
% City of Imperial Above/Below	-5.1%	0.7%
Median of Comparators	$ 8,024	$ 11,203
% City of Imperial Above/Below	-8.6%	-1.2%
Number of Matches	4	4

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Library Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Library Assistant	Proposed					
2	City of Palm Desert	Librarian I	$ 9,393	$ 4,051	$ 13,444	7/1/2024	7/1/2025	3.00%
3	City of Brawley	N/C						
4	County of Imperial	N/C						
5	City of El Centro	N/C						
6	City of Calexico	N/C						
7	County of San Diego	N/C						
8	Imperial Irrigation District	N/C						
9	City of Palm Springs	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below		
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below		
Number of Matches	1	1

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Library Clerk

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Library Assistant	$ 5,732	$ 3,642	$ 9,374	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs	Library Assistant, Senior	$ 5,601	$ 3,134	$ 8,735	7/1/2024	7/1/2025	5.00%
3	**City of Imperial**	**Library Clerk II**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Brawley	Library Clerk	$ 4,496	$ 2,832	$ 7,328	7/1/2024	unknown	unknown
5	County of San Diego	Library Technician I	$ 4,073	$ 2,287	$ 6,361	6/28/2024	unknown	unknown
6	City of El Centro	Library Assistant	$ 3,676	$ 2,216	$ 5,892	7/1/2024	unknown	unknown
7	City of Calexico	Library Assistant II	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
8	County of Imperial	Library Assistant I	$ 3,133	$ 1,991	$ 5,125	7/12/2024	unknown	unknown
9	City of Coachella	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,313	$ 6,892
% City of Imperial Above/Below	8.9%	13.4%
Median of Comparators	$ 4,073	$ 6,361
% City of Imperial Above/Below	14.0%	20.1%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Library Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Assistant Director of Library Services	$ 13,504	$ 4,509	$ 18,013	7/1/2024	7/1/2025	3.00%
2	City of Palm Springs[2]	[Director of Library Services/ Library Operations & Collections Manager]	$ 13,021	$ 4,402	$ 17,423	7/1/2024	7/1/2025	5.00%
3	County of Imperial	County Librarian	$ 11,204	$ 3,734	$ 14,938	7/12/2024	unknown	unknown
4	County of San Diego	Principal Librarian	$ 10,956	$ 3,233	$ 14,190	6/28/2024	unknown	unknown
5	City of El Centro[1]	[Library Director/ Library Operations Supervisor]	$ 8,739	$ 3,465	$ 12,204	7/1/2024	unknown	unknown
6	**City of Imperial**	**Library Manager**	**$ 7,954**	**$ 3,782**	**$ 11,736**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of Brawley	Library Manager	$ 7,623	$ 3,399	$ 11,021	7/1/2024	unknown	unknown
8	City of Calexico	Library Manager	$ 7,098	$ 2,883	$ 9,981	7/1/2023	unknown	unknown
9	City of Coachella	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,306	$ 13,967
% City of Imperial Above/Below	-29.6%	-19.0%
Median of Comparators	$ 10,956	$ 14,190
% City of Imperial Above/Below	-37.7%	-20.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of El Centro: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - City of Palm Springs: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Library Page

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Library Page	$ 24.14	N/A	N/A	7/1/2024	7/1/2025	2.50%
2	City of Palm Springs	Library Page	$ 23.42	N/A	N/A	7/1/2024	7/1/2025	5.00%
3	City of Calexico	N/C						
4	County of San Diego	N/C						
5	County of Imperial	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Median of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Number of Matches	1	N/A

N/C - Non Comparator

*Non-benefitted benchmark

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Library Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Library Technician	$ 5,100	$ 3,286	$ 8,386	7/1/2024	7/1/2025	2.50%
2	County of San Diego	Library Technician II	$ 4,789	$ 2,367	$ 7,156	6/28/2024	unknown	unknown
3	City of Coachella	N/C						
4	City of Palm Springs	N/C						
5	City of Palm Desert	N/C						
6	City of Indio	N/C						
7	City of Brawley	N/C						
8	City of Calexico	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Lifeguard/Swim Instructor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Lifeguard	$ 25.88	N/A	N/A	7/1/2024	7/1/2025	5.00%
2	**City of Imperial**	**Lifeguard/Swim Instructor**	**$ 24.75**	**N/A**	**N/A**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Lifeguard	$ 16.00	N/A	N/A	7/1/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	County of Imperial	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	City of Indio	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Median of Comparators	Insuff. Data	N/A
% City of Imperial Above/Below	Insuff. Data	N/A
Number of Matches	2	N/A

N/C - Non Comparator

*Non-benefitted benchmark

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Management Analyst II	$ 9,868	$ 4,104	$ 13,972	7/1/2024	7/1/2025	3.00%
2	City of Coachella	Management Analyst	$ 9,353	$ 4,096	$ 13,449	7/1/2024	7/1/2025	3.00%
3	City of Indio	Management Analyst	$ 9,190	$ 3,813	$ 13,003	7/1/2024	7/1/2025	3.00%
4	Imperial Irrigation District	Department Analyst	$ 8,092	$ 4,109	$ 12,201	1/1/2024	1/1/2025	4.00%
5	**City of Imperial**	**Management Analyst**	**$ 7,760**	**$ 4,046**	**$ 11,807**	**7/1/2024**	**7/1/2025**	**2.50%**
6	County of San Diego	Administrative Analyst II	$ 8,499	$ 2,940	$ 11,439	6/28/2024	unknown	unknown
7	City of Brawley	Management Analyst I	$ 6,981	$ 3,282	$ 10,263	7/1/2024	unknown	unknown
8	County of Imperial	Administrative Analyst I	$ 6,104	$ 2,311	$ 8,415	7/12/2024	unknown	unknown
9	City of Calexico	Public Works Analyst	$ 5,395	$ 2,301	$ 7,696	1/1/2023	unknown	unknown
10	City of Palm Springs	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,935	$ 11,305
% City of Imperial Above/Below	-2.3%	4.3%
Median of Comparators	$ 8,295	$ 11,820
% City of Imperial Above/Below	-6.9%	-0.1%
Number of Matches	8	8

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Park Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs[1]	[Maintenance Mechanic I - Parks/ Maintenance Worker I]	$ 6,500	$ 3,255	$ 9,755	7/1/2024	7/1/2025	5.00%
2	City of Coachella	Public Works Maintenance Worker	$ 5,480	$ 3,125	$ 8,606	7/1/2024	7/1/2025	4.00%
3	**City of Imperial**	**Park Maintenance Worker II**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	Park Maintenance Worker	$ 4,749	$ 2,363	$ 7,112	6/28/2024	unknown	unknown
5	City of El Centro	Park Maintenance Worker II	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
6	City of Brawley	Parks Maintenance Worker	$ 4,181	$ 2,743	$ 6,923	7/1/2024	7/1/2025	2.00%
7	City of Calexico	Laborer	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
8	County of Imperial	Grounds Maintenance Worker I	$ 3,150	$ 1,993	$ 5,143	7/12/2024	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Indio	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,597	$ 7,135
% City of Imperial Above/Below	2.9%	10.4%
Median of Comparators	$ 4,640	$ 6,973
% City of Imperial Above/Below	2.0%	12.4%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Palm Springs: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Parks and Recreation Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Director of Parks and Recreation	$ 16,772	$ 5,316	$ 22,088	7/1/2024	7/1/2025	5.00%
2	County of San Diego	Deputy Director, Parks and Recreation	$ 16,845	$ 4,253	$ 21,097	6/28/2024	unknown	unknown
3	**City of Imperial**	**Parks and Recreation Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of El Centro	Director of Community Services	$ 11,471	$ 4,001	$ 15,472	7/1/2024	unknown	unknown
5	City of Coachella	N/C						
6	City of Palm Desert	N/C						
7	City of Indio	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Police Captain

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Police Captain	$ 18,336	$ 4,648	$ 22,984	7/1/2024	unknown	unknown
2	City of Indio	Assistant Police Chief	$ 17,764	$ 3,963	$ 21,727	7/1/2024	7/1/2025	3.00%
3	County of San Diego	Sheriff's Captain	$ 16,037	$ 3,784	$ 19,821	6/28/2024	6/27/2025	2.75%
4	City of El Centro	Commander	$ 13,532	$ 4,399	$ 17,931	7/1/2024	unknown	unknown
5	**City of Imperial**	**Police Captain**	**$ 12,103**	**$ 5,417**	**$ 17,520**	**7/1/2024**	**7/1/2025**	**2.50%**
6	County of Imperial	Undersheriff	$ 11,437	$ 3,765	$ 15,202	7/12/2024	unknown	unknown
7	City of Brawley	Police Commander	$ 9,261	$ 3,695	$ 12,957	7/1/2024	unknown	unknown
8	City of Calexico	Police Lieutenant	$ 9,086	$ 2,756	$ 11,842	7/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,636	$ 17,495
% City of Imperial Above/Below	-12.7%	0.1%
Median of Comparators	$ 13,532	$ 17,931
% City of Imperial Above/Below	-11.8%	-2.3%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Police Corporal

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IPD Police Corporal	$ 9,946	$ 3,301	$ 13,247	1/1/2024	1/1/2025	3.00%
2	**City of Imperial**	**Police Corporal**	**$ 8,153**	**$ 3,816**	**$ 11,969**	**7/1/2024**	**7/1/2025**	**2.50%**
3	County of Imperial	Senior Deputy Sheriff	$ 6,998	$ 2,407	$ 9,405	7/12/2024	unknown	unknown
4	City of Calexico	N/C						
5	County of San Diego	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Police Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	Deputy Sheriff	$ 10,033	$ 2,941	$ 12,974	6/28/2024	6/27/2025	2.75%
2	City of Palm Springs	Police Officer	$ 9,396	$ 3,297	$ 12,693	7/1/2024	unknown	unknown
3	City of Indio	IPD Police Officer	$ 9,362	$ 3,224	$ 12,586	1/1/2024	1/1/2025	3.00%
4	**City of Imperial**	**Police Officer**	**$ 7,030**	**$ 3,621**	**$ 10,652**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of El Centro	Police Officer	$ 6,640	$ 2,460	$ 9,100	7/1/2024	unknown	unknown
6	County of Imperial	Deputy Sheriff	$ 6,407	$ 2,344	$ 8,750	7/12/2024	unknown	unknown
7	City of Calexico	Police Officer	$ 6,497	$ 2,098	$ 8,595	7/1/2023	unknown	unknown
8	City of Brawley	Police Officer	$ 5,192	$ 2,898	$ 8,090	7/1/2024	7/1/2024	2.00%
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,647	$ 10,398
% City of Imperial Above/Below	-8.8%	2.4%
Median of Comparators	$ 6,640	$ 9,100
% City of Imperial Above/Below	5.6%	14.6%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Police Sergeant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	Police Sergeant	$ 13,085	$ 3,711	$ 16,796	1/1/2024	1/1/2025	4.00%
2	City of Palm Springs	Police Sergeant	$ 12,196	$ 3,588	$ 15,784	7/1/2024	unknown	unknown
3	County of San Diego	Sheriff's Sergeant	$ 12,140	$ 3,191	$ 15,331	6/28/2024	6/27/2025	2.75%
4	**City of Imperial**	**Police Sergeant**	**$ 9,224**	**$ 4,002**	**$ 13,226**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of El Centro	Sergeant	$ 9,055	$ 2,989	$ 12,044	7/1/2024	unknown	unknown
6	City of Brawley	Police Sergeant	$ 8,438	$ 3,384	$ 11,822	7/1/2024	7/1/2025	2.00%
7	County of Imperial	Sheriffs Sergeant	$ 8,303	$ 2,548	$ 10,851	7/12/2024	unknown	unknown
8	City of Calexico	Police Sergeant	$ 7,769	$ 2,250	$ 10,019	7/1/2023	unknown	unknown
9	City of Palm Desert	N/C						
10	City of Coachella	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,141	$ 13,235
% City of Imperial Above/Below	-9.9%	-0.1%
Median of Comparators	$ 9,055	$ 12,044
% City of Imperial Above/Below	1.8%	8.9%
Number of Matches	7	7

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Police Services Officer II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	**City of Imperial**	**Police Services Officer II**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
2	City of Palm Springs	Police Services Officer	$ 5,737	$ 3,152	$ 8,889	7/1/2024	7/1/2025	5.00%
3	City of Indio	Records Specialist II	$ 5,416	$ 2,840	$ 8,256	7/1/2024	7/1/2025	3.00%
4	County of Imperial	Sheriffs Service Officer	$ 4,309	$ 2,118	$ 6,427	7/12/2024	unknown	unknown
5	City of El Centro	Police Records Clerk I	$ 3,980	$ 2,253	$ 6,233	7/1/2024	unknown	unknown
6	City of Calexico	N/C						
7	County of San Diego	N/C						
8	Imperial Irrigation District	N/C						
9	City of Brawley	N/C						
10	City of Palm Desert	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,861	$ 7,451
% City of Imperial Above/Below	13.7%	17.3%
Median of Comparators	$ 4,863	$ 7,342
% City of Imperial Above/Below	13.6%	18.5%
Number of Matches	4	4

N/C - Non Comparator

Gallagher
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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Property and Evidence Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Property Technician	$ 6,825	$ 3,299	$ 10,124	7/1/2024	7/1/2025	5.00%
2	City of Indio	Property & Evidence Officer II	$ 6,740	$ 3,299	$ 10,040	1/1/2024	1/1/2025	3.00%
3	**City of Imperial**	**Property and Evidence Technician**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	Sheriff's Property and Evidence Specialist II	$ 5,555	$ 2,453	$ 8,008	6/28/2024	unknown	unknown
5	City of Brawley	Evidence Technician	$ 4,301	$ 2,763	$ 7,065	7/1/2024	7/1/2025	2.00%
6	County of Imperial	Evidence Technician	$ 4,544	$ 2,143	$ 6,688	7/12/2024	unknown	unknown
7	City of Calexico	Evidence Technician	$ 4,011	$ 2,050	$ 6,061	1/1/2023	unknown	unknown
8	City of Palm Desert	N/C						
9	City of Coachella	N/C						
10	City of El Centro	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,330	$ 7,998
% City of Imperial Above/Below	5.3%	11.2%
Median of Comparators	$ 5,050	$ 7,536
% City of Imperial Above/Below	10.3%	16.3%
Number of Matches	6	6

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Public Services Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio[2]	[IWA General Manager/ Director of Public Works]	$ 22,750	$ 7,121	$ 29,871	7/1/2024	7/1/2025	3.00%
2	City of Coachella[1]	[Public Works Director/ Utilities Manager]	$ 18,650	$ 7,646	$ 26,296	7/1/2024	7/1/2025	4.00%
3	County of San Diego	Deputy Director, Public Works	$ 21,422	$ 4,851	$ 26,274	6/28/2024	unknown	unknown
4	City of Palm Desert	Director of Public Works	$ 19,703	$ 5,201	$ 24,904	7/1/2024	7/1/2025	3.00%
5	City of Palm Springs	Director of Public Works	$ 18,062	$ 5,545	$ 23,607	7/1/2024	7/1/2025	5.00%
6	**City of Imperial**	**Public Services Director**	**$ 13,360**	**$ 5,233**	**$ 18,593**	**7/1/2024**	**7/1/2025**	**2.50%**
7	City of El Centro	Director of Public Works/City Engineer	$ 13,354	$ 4,302	$ 17,656	7/1/2024	unknown	unknown
8	City of Brawley	Director of Public Works Operations	$ 11,483	$ 4,702	$ 16,185	7/1/2024	7/1/2025	2.00%
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 17,918	$ 23,542
% City of Imperial Above/Below	-34.1%	-26.6%
Median of Comparators	$ 18,650	$ 24,904
% City of Imperial Above/Below	-39.6%	-33.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
2 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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Insurance | Risk Management | Consulting

City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Public Services Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Street Maintenance Worker II	$ 7,710	$ 3,863	$ 11,573	7/1/2024	7/1/2025	3.00%
2	Imperial Irrigation District	Construction Resources Worker	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
3	County of San Diego	Road Structures Worker II	$ 6,531	$ 2,561	$ 9,093	6/28/2024	unknown	unknown
4	City of Palm Springs	Street/Traffic Maintenance Worker	$ 5,887	$ 3,172	$ 9,059	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Public Works Street Maintenance Worker	$ 5,654	$ 3,153	$ 8,808	7/1/2024	7/1/2025	4.00%
6	City of Indio	Street Maintenance Worker II	$ 5,837	$ 2,913	$ 8,750	7/1/2024	7/1/2025	3.00%
7	**City of Imperial**	**Public Services Maintenance Worker II**	**$ 4,736**	**$ 3,223**	**$ 7,959**	**7/1/2024**	**7/1/2025**	**2.50%**
8	City of El Centro	Street Maintenance Worker II	$ 4,640	$ 2,333	$ 6,973	7/1/2024	unknown	unknown
9	County of Imperial[1]	[Striping and Sign Assistant I/ Road Maintenance Worker]	$ 3,953	$ 2,080	$ 6,033	7/12/2024	unknown	unknown
10	City of Calexico	Laborer	$ 3,479	$ 1,954	$ 5,433	1/1/2023	unknown	unknown
11	City of Brawley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,516	$ 8,356
% City of Imperial Above/Below	-16.5%	-5.0%
Median of Comparators	$ 5,837	$ 8,808
% City of Imperial Above/Below	-23.3%	-10.7%
Number of Matches	9	9

N/C - Non Comparator

1 - County of Imperial: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Public Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Public Services Manager	$ 12,103	$ 4,967	$ 17,070	7/1/2024	7/1/2025	2.50%
2	City of Indio[2]	[Fleet Services Operations Manager/ Public Works Manager]	$ 12,458	$ 4,493	$ 16,951	7/1/2024	7/1/2025	3.00%
3	Imperial Irrigation District	Superintendent of Construction	$ 11,386	$ 5,005	$ 16,391	1/1/2024	1/1/2025	4.00%
4	City of Coachella[1]	[Sanitary Superintendent/ Water Superintendent]	$ 11,507	$ 4,520	$ 16,027	7/1/2024	7/1/2025	3.00%
5	City of Palm Springs[3]	[Street Maintenance Manager/ Facilities Maintenance Manager]	$ 10,756	$ 4,045	$ 14,801	7/1/2024	7/1/2025	5.00%
6	County of San Diego[4]	[Facilities Support Manager/ Division Road Superintendent]	$ 11,339	$ 3,279	$ 14,618	6/28/2024	unknown	unknown
7	City of El Centro	Maintenance Supervisor	$ 8,298	$ 3,095	$ 11,393	7/1/2024	unknown	unknown
8	City of Palm Desert	N/C						
9	City of Brawley	N/C						
10	City of Calexico	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,958	$ 15,030
% City of Imperial Above/Below	9.5%	12.0%
Median of Comparators	$ 11,363	$ 15,414
% City of Imperial Above/Below	6.1%	9.7%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Coachella: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Palm Springs: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Public Services Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Desert	Street Maintenance Supervisor	$ 10,892	$ 4,218	$ 15,110	7/1/2024	7/1/2025	3.00%
2	City of Indio[1]	[Street Maintenance Supervisor/ Park and Landscape Supervisor]	$ 10,042	$ 3,990	$ 14,033	7/1/2024	7/1/2025	3.00%
3	Imperial Irrigation District	Superintendent of Construction, Assistant	$ 9,368	$ 4,456	$ 13,823	1/1/2024	1/1/2025	4.00%
4	City of Palm Springs	Maintenance Supervisor	$ 9,739	$ 3,885	$ 13,624	7/1/2024	7/1/2025	5.00%
5	City of Coachella	Streets Supervisor	$ 9,498	$ 4,125	$ 13,623	7/1/2024	7/1/2025	3.00%
6	**City of Imperial**	**Public Services Supervisor**	**$ 8,780**	**$ 3,925**	**$ 12,705**	**7/1/2024**	**7/1/2025**	**2.50%**
7	County of San Diego[2]	[Building Maintenance Supervisor/ Road Crew Supervisor]	$ 8,765	$ 2,811	$ 11,576	6/28/2024	unknown	unknown
8	City of Calexico	Supervisor - Maintenance and Operations	$ 7,648	$ 2,709	$ 10,357	1/1/2023	unknown	unknown
9	County of Imperial	Regional Road Superintendent	$ 6,275	$ 2,330	$ 8,605	7/12/2024	unknown	unknown
10	City of Brawley	N/C						
11	City of El Centro	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,028	$ 12,594
% City of Imperial Above/Below	-2.8%	0.9%
Median of Comparators	$ 9,433	$ 13,623
% City of Imperial Above/Below	-7.4%	-7.2%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Indio: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - County of San Diego: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Recreation and Special Events Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	Community Program Administrator	$ 9,099	$ 3,794	$ 12,893	7/1/2024	7/1/2025	3.00%
2	**City of Imperial**	**Recreation and Special Events Coordinator**	**$ 6,859**	**$ 3,592**	**$ 10,450**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Recreation Supervisor	$ 6,967	$ 2,882	$ 9,849	7/1/2024	unknown	unknown
4	City of Palm Springs	Program Coordinator	$ 6,500	$ 3,255	$ 9,755	7/1/2024	7/1/2025	5.00%
5	City of Brawley	Recreation Coordinator	$ 5,359	$ 2,988	$ 8,348	7/1/2024	unknown	unknown
6	City of Calexico	Community Recreation Coordinator	$ 4,768	$ 2,187	$ 6,955	1/1/2023	unknown	unknown
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Palm Desert	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,539	$ 9,560
% City of Imperial Above/Below	4.7%	8.5%
Median of Comparators	$ 6,500	$ 9,755
% City of Imperial Above/Below	5.2%	6.7%
Number of Matches	5	5

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Recreation Leader II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Palm Springs	Recreation Program Assistant	$ 26.52	N/A	N/A	7/1/2024	7/1/2025	5.00%
2	**City of Imperial**	**Recreation Leader II**	**$ 24.75**	**N/A**	**N/A**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of Indio	Community Program Aide	$ 19.84	N/A	N/A	7/1/2024	unknown	unknown
4	County of San Diego	Park Recreation Aide	$ 19.75	N/A	N/A	6/28/2024	unknown	unknown
5	City of El Centro	Recreation Leader	$ 16.00	N/A	N/A	7/1/2024	unknown	unknown
6	City of Palm Desert	N/C						
7	City of Coachella	N/C						
8	City of Brawley	N/C						
9	City of Calexico	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 20.53	N/A
% City of Imperial Above/Below	17.1%	N/A
Median of Comparators	$ 19.80	N/A
% City of Imperial Above/Below	20.0%	N/A
Number of Matches	4	N/A

N/C - Non Comparator

**Non-benefitted benchmark*

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Utility Maintenance Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Imperial Irrigation District	Construction Resources Worker	$ 5,955	$ 3,527	$ 9,483	1/1/2024	1/1/2025	4.00%
2	**City of Imperial**	**Utility Maintenance Worker II**	**$ 5,227**	**$ 3,308**	**$ 8,536**	**7/1/2024**	**7/1/2025**	**2.50%**
3	County of San Diego	Sewer Construction and Maintenance Worker	$ 5,977	$ 2,500	$ 8,476	6/28/2024	unknown	unknown
4	City of Brawley	Utility Worker I	$ 4,389	$ 2,779	$ 7,167	7/1/2024	7/1/2025	2.00%
5	City of Coachella	N/C						
6	City of Palm Springs	N/C						
7	City of Palm Desert	N/C						
8	City of Indio	N/C						
9	City of Calexico	N/C						
10	City of El Centro	N/C						
11	County of Imperial	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Wastewater Plant Chief Operator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of San Diego	DPW Unit Manager	$ 12,619	$ 3,432	$ 16,050	6/28/2024	unknown	unknown
2	City of Coachella[2]	[Wastewater Superintendent/ Chief Treatment/Collections System Operator]	$ 10,819	$ 4,384	$ 15,203	7/1/2024	7/1/2025	3.00%
3	City of Calexico[1]	[Public Works Director/ Wastewater System Supervisor]	$ 10,233	$ 3,178	$ 13,411	1/1/2023	unknown	unknown
4	**City of Imperial**	**Wastewater Plant Chief Operator**	**$ 8,780**	**$ 4,263**	**$ 13,042**	**7/1/2024**	**7/1/2025**	**2.50%**
5	City of Palm Desert	N/C						
6	City of Palm Springs	N/C						
7	City of Brawley	N/C						
8	City of Indio	N/C						
9	City of El Centro	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

1 - City of Calexico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.
2 - City of Coachella: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Wastewater Treatment Plant Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Imperial	Wastewater Treatment Plant Operator II	$ 6,692	$ 3,562	$ 10,254	7/1/2024	7/1/2025	2.50%
2	City of Coachella	Treatment Plant Operator II	$ 6,796	$ 3,334	$ 10,130	7/1/2024	7/1/2025	4.00%
3	County of San Diego	Wastewater Plant Operator II	$ 6,939	$ 2,607	$ 9,545	6/28/2024	unknown	unknown
4	City of Calexico	Wastewater Treatment Plant Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
5	City of El Centro	Wastewater Treatment Plant Operator II	$ 6,084	$ 2,671	$ 8,755	7/1/2024	unknown	unknown
6	City of Brawley	Wastewater Treatment Plant Operator 2	$ 5,337	$ 2,943	$ 8,280	7/1/2024	7/1/2025	2.00%
7	City of Palm Springs	N/C						
8	City of Palm Desert	N/C						
9	City of Indio	N/C						
10	County of Imperial	N/C						
11	Imperial Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,290	$ 9,103
% City of Imperial Above/Below	6.0%	11.2%
Median of Comparators	$ 6,292	$ 8,804
% City of Imperial Above/Below	6.0%	14.1%
Number of Matches	5	5

N/C - Non Comparator

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Water Meter/Distribution Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IWA Water Utility Worker II	$ 7,270	$ 3,162	$ 10,431	7/1/2024	7/1/2025	4.00%
2	City of Coachella	Water Service Worker II	$ 6,169	$ 3,235	$ 9,404	7/1/2024	7/1/2025	4.00%
3	**City of Imperial**	**Water Meter/Distribution Operator II**	**$ 5,629**	**$ 3,378**	**$ 9,008**	**7/1/2024**	**7/1/2025**	**2.50%**
4	City of Calexico	Water Distribution Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
5	City of El Centro[1]	[Certified Water Distribution Operator II/ Utility Field Representative]	$ 6,084	$ 2,671	$ 8,755	7/1/2024	unknown	unknown
6	City of Brawley	Utility Worker II	$ 4,841	$ 2,857	$ 7,698	7/1/2024	7/1/2025	2.00%
7	County of San Diego	N/C						
8	County of Imperial	N/C						
9	Imperial Irrigation District	N/C						
10	City of Palm Desert	N/C						
11	City of Palm Springs	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,131	$ 9,018
% City of Imperial Above/Below	-8.9%	-0.1%
Median of Comparators	$ 6,169	$ 8,804
% City of Imperial Above/Below	-9.6%	2.3%
Number of Matches	5	5

N/C - Non Comparator

1 - City of El Centro: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Water Plant Chief Operator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Indio	IWA Operations Manager	$ 16,067	$ 5,119	$ 21,186	7/1/2024	7/1/2025	3.00%
2	City of Calexico[1]	[Public Works Director/ Water System Supervisor]	$ 10,233	$ 3,178	$ 13,411	1/1/2023	unknown	unknown
3	**City of Imperial**	**Water Plant Chief Operator**	**$ 8,780**	**$ 4,263**	**$ 13,042**	**7/1/2024**	**7/1/2025**	**2.50%**
4	County of San Diego	N/C						
5	County of Imperial	N/C						
6	City of El Centro	N/C						
7	Imperial Irrigation District	N/C						
8	City of Brawley	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of Imperial Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

1 - City of Calexico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

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City of Imperial
Market Compensation Data (sorted by Total Compensation)
August 2024

Water Treatment Plant Operator II								
Rank	**Comparator Agency**	**Classification Title**	**Top Step**	**Benefits Package**	**Total Monthly Comp**	**Salary Effective Date**	**Next Salary Increase**	**Next Percentage Increase**
1	City of Indio	IWA Water Treatment Plant Operator II	$ 8,194	$ 3,322	$ 11,516	7/1/2024	7/1/2025	4.00%
2	**City of Imperial**	**Water Treatment Plant Operator II**	**$ 6,692**	**$ 3,562**	**$ 10,254**	**7/1/2024**	**7/1/2025**	**2.50%**
3	City of El Centro	Water Treatment Plant Shift Operator	$ 7,046	$ 2,813	$ 9,859	7/1/2024	unknown	unknown
4	City of Calexico	Water Treatment Plant Operator II	$ 6,292	$ 2,512	$ 8,804	7/1/2022	unknown	unknown
5	City of Brawley	Water Treatment Plant Operator T-3	$ 5,606	$ 2,990	$ 8,595	7/1/2024	7/1/2025	2.00%
6	County of San Diego	N/C						
7	County of Imperial	N/C						
8	Imperial Irrigation District	N/C						
9	City of Palm Desert	N/C						
10	City of Palm Springs	N/C						
11	City of Coachella	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,784	$ 9,694
% City of Imperial Above/Below	-1.4%	5.5%
Median of Comparators	$ 6,669	$ 9,332
% City of Imperial Above/Below	0.3%	9.0%
Number of Matches	4	4

N/C - Non Comparator

Appendix III

Proposed Salary Range Schedule

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City of Imperial
Proposed Salary Plan
December 2024

City of Imperial - Compensation Structure for All Classifications - December 2024

FACTORS
Range 6, Step 7, Annual
$50,470.00
Step Increase
5.00%
Range Increase
2.50%
Pay Periods per Year
26
Hours per Year
2,080

Step 1 is set to California Minimum Wage = $16.00 per hour in 2024; $50,470 annual rate drives Step 7 of Range #6; this rate may be adjusted for future use based on COLA.

Salary Range	Monthly							10 Year	15 Year	20 Year	Hourly							10 Year	15 Year	20 Year
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	2,774	2,913	3,058	3,211	3,372	3,540	3,717	3,903	4,098	4,303	**16.00**	16.80	17.64	18.53	19.45	20.42	21.45	22.52	23.64	24.83
2	2,843	2,985	3,135	3,291	3,456	3,629	3,810	4,001	4,201	4,411	16.40	17.22	18.08	18.99	19.94	20.94	21.98	23.08	24.24	25.45
3	2,914	3,060	3,213	3,374	3,542	3,720	3,906	4,101	4,306	4,521	16.81	17.65	18.54	19.46	20.44	21.46	22.53	23.66	24.84	26.08
4	2,987	3,137	3,293	3,458	3,631	3,813	4,003	4,203	4,413	4,634	17.23	18.10	19.00	19.95	20.95	22.00	23.10	24.25	25.46	26.74
5	3,062	3,215	3,376	3,545	3,722	3,908	4,103	4,308	4,524	4,750	17.66	18.55	19.48	20.45	21.47	22.55	23.67	24.86	26.10	27.40
6	3,138	3,295	3,460	3,633	3,815	4,006	**4,206**	4,416	4,637	4,869	18.11	19.01	19.96	20.96	22.01	23.11	24.26	25.48	26.75	28.09
7	3,217	3,378	3,547	3,724	3,910	4,106	4,311	4,527	4,753	4,990	18.56	19.49	20.46	21.48	22.56	23.69	24.87	26.11	27.42	28.79
8	3,297	3,462	3,635	3,817	4,008	4,208	4,419	4,640	4,872	5,115	19.02	19.97	20.97	22.02	23.12	24.28	25.49	26.77	28.11	29.51
9	3,380	3,549	3,726	3,913	4,108	4,314	4,529	4,756	4,993	5,243	19.50	20.47	21.50	22.57	23.70	24.89	26.13	27.44	28.81	30.25
10	3,464	3,637	3,819	4,010	4,211	4,421	4,642	4,875	5,118	5,374	19.99	20.99	22.03	23.14	24.29	25.51	26.78	28.12	29.53	31.01
11	3,551	3,728	3,915	4,111	4,316	4,532	4,759	4,996	5,246	5,509	20.49	21.51	22.59	23.71	24.90	26.15	27.45	28.83	30.27	31.78
12	3,640	3,822	4,013	4,213	4,424	4,645	4,877	5,121	5,377	5,646	21.00	22.05	23.15	24.31	25.52	26.80	28.14	29.55	31.02	32.57
13	3,731	3,917	4,113	4,319	4,535	4,761	4,999	5,249	5,512	5,787	21.52	22.60	23.73	24.92	26.16	27.47	28.84	30.28	31.80	33.39
14	3,824	4,015	4,216	4,427	4,648	4,880	5,124	5,381	5,650	5,932	22.06	23.16	24.32	25.54	26.82	28.16	29.56	31.04	32.59	34.22
15	3,920	4,115	4,321	4,537	4,764	5,002	5,253	5,515	5,791	6,080	22.61	23.74	24.93	26.18	27.49	28.86	30.30	31.82	33.41	35.08
16	4,017	4,218	4,429	4,651	4,883	5,127	5,384	5,653	5,936	6,232	23.18	24.34	25.55	26.83	28.17	29.58	31.06	32.61	34.24	35.96
17	4,118	4,324	4,540	4,767	5,005	5,256	5,518	5,794	6,084	6,388	23.76	24.95	26.19	27.50	28.88	30.32	31.84	33.43	35.10	36.86
18	4,221	4,432	4,654	4,886	5,131	5,387	5,656	5,939	6,236	6,548	24.35	25.57	26.85	28.19	29.60	31.08	32.63	34.26	35.98	37.78
19	4,326	4,543	4,770	5,008	5,259	5,522	5,798	6,088	6,392	6,712	24.96	26.21	27.52	28.89	30.34	31.86	33.45	35.12	36.88	38.72
20	4,435	4,656	4,889	5,134	5,390	5,660	5,943	6,240	6,552	6,879	25.58	26.86	28.21	29.62	31.10	32.65	34.28	36.00	37.80	39.69
21	4,545	4,773	5,011	5,262	5,525	5,801	6,091	6,396	6,716	7,051	26.22	27.53	28.91	30.36	31.87	33.47	35.14	36.90	38.74	40.68
22	4,659	4,892	5,137	5,393	5,663	5,946	6,244	6,556	6,884	7,228	26.88	28.22	29.63	31.12	32.67	34.31	36.02	37.82	39.71	41.70
23	4,776	5,014	5,265	5,528	5,805	6,095	6,400	6,720	7,056	7,408	27.55	28.93	30.38	31.89	33.49	35.16	36.92	38.77	40.71	42.74
24	4,895	5,140	5,397	5,666	5,950	6,247	6,560	6,888	7,232	7,594	28.24	29.65	31.13	32.69	34.33	36.04	37.84	39.74	41.72	43.81
25	5,017	5,268	5,532	5,808	6,099	6,403	6,724	7,060	7,413	7,783	28.95	30.39	31.91	33.51	35.18	36.94	38.79	40.73	42.77	44.90
26	5,143	5,400	5,670	5,953	6,251	6,564	6,892	7,236	7,598	7,978	29.67	31.15	32.71	34.35	36.06	37.87	39.76	41.75	43.84	46.03
27	5,271	5,535	5,812	6,102	6,407	6,728	7,064	7,417	7,788	8,178	30.41	31.93	33.53	35.20	36.97	38.81	40.75	42.79	44.93	47.18
28	5,403	5,673	5,957	6,255	6,567	6,896	7,241	7,603	7,983	8,382	31.17	32.73	34.37	36.09	37.89	39.78	41.77	43.86	46.05	48.36
29	5,538	5,815	6,106	6,411	6,732	7,068	7,422	7,793	8,182	8,591	31.95	33.55	35.23	36.99	38.84	40.78	42.82	44.96	47.21	49.57
30	5,677	5,960	6,258	6,571	6,900	7,245	7,607	7,988	8,387	8,806	32.75	34.39	36.11	37.91	39.81	41.80	43.89	46.08	48.39	50.81
31	5,819	6,109	6,415	6,736	7,072	7,426	7,797	8,187	8,597	9,026	33.57	35.25	37.01	38.86	40.80	42.84	44.98	47.23	49.60	52.08
32	5,964	6,262	6,575	6,904	7,249	7,612	7,992	8,392	8,812	9,252	34.41	36.13	37.93	39.83	41.82	43.91	46.11	48.41	50.84	53.38
33	6,113	6,419	6,740	7,077	7,430	7,802	8,192	8,602	9,032	9,483	35.27	37.03	38.88	40.83	42.87	45.01	47.26	49.63	52.11	54.71

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Salary Range	Monthly							10 Year	15 Year	20 Year	Hourly							10 Year	15 Year	20 Year
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34	6,266	6,579	6,908	7,254	7,616	7,997	8,397	8,817	9,258	9,720	36.15	37.96	39.85	41.85	43.94	46.14	48.44	50.87	53.41	56.08
35	6,423	6,744	7,081	7,435	7,807	8,197	8,607	9,037	9,489	9,964	37.05	38.91	40.85	42.89	45.04	47.29	49.65	52.14	54.74	57.48
36	6,583	6,912	7,258	7,621	8,002	8,402	8,822	9,263	9,726	10,213	37.98	39.88	41.87	43.97	46.16	48.47	50.90	53.44	56.11	58.92
37	6,748	7,085	7,439	7,811	8,202	8,612	9,043	9,495	9,969	10,468	38.93	40.88	42.92	45.07	47.32	49.68	52.17	54.78	57.52	60.39
38	6,916	7,262	7,625	8,007	8,407	8,827	9,269	9,732	10,219	10,730	39.90	41.90	43.99	46.19	48.50	50.93	53.47	56.15	58.95	61.90
39	7,089	7,444	7,816	8,207	8,617	9,048	9,500	9,975	10,474	10,998	40.90	42.94	45.09	47.35	49.71	52.20	54.81	57.55	60.43	63.45
40	7,267	7,630	8,011	8,412	8,833	9,274	9,738	10,225	10,736	11,273	41.92	44.02	46.22	48.53	50.96	53.50	56.18	58.99	61.94	65.04
41	7,448	7,821	8,212	8,622	9,053	9,506	9,981	10,480	11,004	11,555	42.97	45.12	47.37	49.74	52.23	54.84	57.58	60.46	63.49	66.66
42	7,634	8,016	8,417	8,838	9,280	9,744	10,231	10,742	11,279	11,843	44.04	46.25	48.56	50.99	53.54	56.21	59.02	61.98	65.07	68.33
43	7,825	8,217	8,627	9,059	9,512	9,987	10,487	11,011	11,561	12,140	45.15	47.40	49.77	52.26	54.87	57.62	60.50	63.52	66.70	70.04
44	8,021	8,422	8,843	9,285	9,749	10,237	10,749	11,286	11,851	12,443	46.27	48.59	51.02	53.57	56.25	59.06	62.01	65.11	68.37	71.79
45	8,221	8,632	9,064	9,517	9,993	10,493	11,017	11,568	12,147	12,754	47.43	49.80	52.29	54.91	57.65	60.54	63.56	66.74	70.08	73.58
46	8,427	8,848	9,291	9,755	10,243	10,755	11,293	11,858	12,450	13,073	48.62	51.05	53.60	56.28	59.09	62.05	65.15	68.41	71.83	75.42
47	8,638	9,070	9,523	9,999	10,499	11,024	11,575	12,154	12,762	13,400	49.83	52.32	54.94	57.69	60.57	63.60	66.78	70.12	73.63	77.31
48	8,854	9,296	9,761	10,249	10,762	11,300	11,865	12,458	13,081	13,735	51.08	53.63	56.31	59.13	62.09	65.19	68.45	71.87	75.47	79.24
49	9,075	9,529	10,005	10,505	11,031	11,582	12,161	12,769	13,408	14,078	52.36	54.97	57.72	60.61	63.64	66.82	70.16	73.67	77.35	81.22
50	9,302	9,767	10,255	10,768	11,306	11,872	12,465	13,089	13,743	14,430	53.66	56.35	59.16	62.12	65.23	68.49	71.92	75.51	79.29	83.25
51	9,534	10,011	10,512	11,037	11,589	12,168	12,777	13,416	14,087	14,791	55.01	57.76	60.64	63.68	66.86	70.20	73.71	77.40	81.27	85.33
52	9,773	10,261	10,774	11,313	11,879	12,473	13,096	13,751	14,439	15,161	56.38	59.20	62.16	65.27	68.53	71.96	75.56	79.33	83.30	87.47
53	10,017	10,518	11,044	11,596	12,176	12,785	13,424	14,095	14,800	15,540	57.79	60.68	63.71	66.90	70.24	73.76	77.44	81.32	85.38	89.65
54	10,267	10,781	11,320	11,886	12,480	13,104	13,759	14,447	15,170	15,928	59.24	62.20	65.31	68.57	72.00	75.60	79.38	83.35	87.52	91.89
55	10,524	11,050	11,603	12,183	12,792	13,432	14,103	14,808	15,549	16,326	60.72	63.75	66.94	70.29	73.80	77.49	81.37	85.43	89.71	94.19
56	10,787	11,327	11,893	12,488	13,112	13,768	14,456	15,179	15,938	16,735	62.23	65.35	68.61	72.04	75.65	79.43	83.40	87.57	91.95	96.55
57	11,057	11,610	12,190	12,800	13,440	14,112	14,817	15,558	16,336	17,153	63.79	66.98	70.33	73.84	77.54	81.41	85.48	89.76	94.25	98.96
58	11,333	11,900	12,495	13,120	13,776	14,465	15,188	15,947	16,744	17,582	65.38	68.65	72.09	75.69	79.48	83.45	87.62	92.00	96.60	101.43
59	11,617	12,197	12,807	13,448	14,120	14,826	15,567	16,346	17,163	18,021	67.02	70.37	73.89	77.58	81.46	85.54	89.81	94.30	99.02	103.97
60	11,907	12,502	13,128	13,784	14,473	15,197	15,957	16,754	17,592	18,472	68.69	72.13	75.74	79.52	83.50	87.67	92.06	96.66	101.49	106.57
61	12,205	12,815	13,456	14,129	14,835	15,577	16,356	17,173	18,032	18,934	70.41	73.93	77.63	81.51	85.59	89.87	94.36	99.08	104.03	109.23
62	12,510	13,135	13,792	14,482	15,206	15,966	16,764	17,603	18,483	19,407	72.17	75.78	79.57	83.55	87.73	92.11	96.72	101.55	106.63	111.96
63	12,823	13,464	14,137	14,844	15,586	16,365	17,184	18,043	18,945	19,892	73.98	77.68	81.56	85.64	89.92	94.42	99.14	104.09	109.30	114.76
64	13,143	13,800	14,490	15,215	15,976	16,774	17,613	18,494	19,418	20,389	75.83	79.62	83.60	87.78	92.17	96.78	101.61	106.69	112.03	117.63
65	13,472	14,145	14,853	15,595	16,375	17,194	18,053	18,956	19,904	20,899	77.72	81.61	85.69	89.97	94.47	99.19	104.15	109.36	114.83	120.57
66	13,809	14,499	15,224	15,985	16,784	17,624	18,505	19,430	20,402	21,422	79.66	83.65	87.83	92.22	96.83	101.67	106.76	112.10	117.70	123.59
67	14,154	14,861	15,605	16,385	17,204	18,064	18,967	19,916	20,912	21,957	81.66	85.74	90.03	94.53	99.25	104.22	109.43	114.90	120.64	126.68
68	14,508	15,233	15,995	16,794	17,634	18,516	19,442	20,414	21,434	22,506	83.70	87.88	92.28	96.89	101.74	106.82	112.16	117.77	123.66	129.84
69	14,870	15,614	16,395	17,214	18,075	18,979	19,928	20,924	21,970	23,069	85.79	90.08	94.58	99.31	104.28	109.49	114.97	120.72	126.75	133.09
70	15,242	16,004	16,804	17,645	18,527	19,453	20,426	21,447	22,519	23,645	87.93	92.33	96.95	101.80	106.89	112.23	117.84	123.73	129.92	136.42
71	15,623	16,404	17,224	18,086	18,990	19,939	20,936	21,983	23,082	24,237	90.13	94.64	99.37	104.34	109.56	115.04	120.79	126.83	133.17	139.83
72	16,014	16,814	17,655	18,538	19,465	20,438	21,460	22,533	23,660	24,842	92.39	97.01	101.86	106.95	112.30	117.91	123.81	130.00	136.50	143.32
73	16,414	17,235	18,096	19,001	19,951	20,949	21,996	23,096	24,251	25,464	94.70	99.43	104.40	109.62	115.10	120.86	126.90	133.25	139.91	146.91
74	16,824	17,666	18,549	19,476	20,450	21,473	22,546	23,674	24,857	26,100	97.06	101.92	107.01	112.36	117.98	123.88	130.07	136.58	143.41	150.58
75	17,245	18,107	19,013	19,963	20,961	22,009	23,110	24,265	25,479	26,753	99.49	104.46	109.69	115.17	120.93	126.98	133.33	139.99	146.99	154.34
76	17,676	18,560	19,488	20,462	21,485	22,560	23,688	24,872	26,116	27,421	101.98	107.08	112.43	118.05	123.95	130.15	136.66	143.49	150.67	158.20
77	18,118	19,024	19,975	20,974	22,023	23,124	24,280	25,494	26,769	28,107	104.53	109.75	115.24	121.00	127.05	133.41	140.08	147.08	154.43	162.16
78	18,571	19,500	20,474	21,498	22,573	23,702	24,887	26,131	27,438	28,810	107.14	112.50	118.12	124.03	130.23	136.74	143.58	150.76	158.29	166.21
79	19,035	19,987	20,986	22,036	23,137	24,294	25,509	26,784	28,124	29,530	109.82	115.31	121.08	127.13	133.49	140.16	147.17	154.53	162.25	170.36
80	19,511	20,487	21,511	22,587	23,716	24,902	26,147	27,454	28,827	30,268	112.56	118.19	124.10	130.31	136.82	143.66	150.85	158.39	166.31	174.62

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81	19,999	20,999	22,049	23,151	24,309	25,524	26,800	28,140	29,547	31,025	115.38	121.15	127.20	133.56	140.24	147.26	154.62	162.35	170.47	178.99
82	20,499	21,524	22,600	23,730	24,917	26,162	27,470	28,844	30,286	31,800	118.26	124.18	130.38	136.90	143.75	150.94	158.48	166.41	174.73	183.46
83	21,011	22,062	23,165	24,323	25,539	26,816	28,157	29,565	31,043	32,595	121.22	127.28	133.64	140.33	147.34	154.71	162.45	170.57	179.10	188.05
84	21,537	22,613	23,744	24,931	26,178	27,487	28,861	30,304	31,819	33,410	124.25	130.46	136.99	143.83	151.03	158.58	166.51	174.83	183.57	192.75
85	22,075	23,179	24,338	25,555	26,832	28,174	29,583	31,062	32,615	34,246	127.36	133.72	140.41	147.43	154.80	162.54	170.67	179.20	188.16	197.57
86	22,627	23,758	24,946	26,193	27,503	28,878	30,322	31,838	33,430	35,102	130.54	137.07	143.92	151.12	158.67	166.61	174.94	183.68	192.87	202.51
87	23,193	24,352	25,570	26,848	28,191	29,600	31,080	32,634	34,266	35,979	133.80	140.49	147.52	154.89	162.64	170.77	179.31	188.27	197.69	207.57
88	23,772	24,961	26,209	27,520	28,896	30,340	31,857	33,450	35,123	36,879	137.15	144.01	151.21	158.77	166.70	175.04	183.79	192.98	202.63	212.76
89	24,367	25,585	26,864	28,208	29,618	31,099	32,654	34,286	36,001	37,801	140.58	147.61	154.99	162.74	170.87	179.42	188.39	197.81	207.70	218.08
90	24,976	26,225	27,536	28,913	30,358	31,876	33,470	35,144	36,901	38,746	144.09	151.30	158.86	166.80	175.14	183.90	193.10	202.75	212.89	223.53
91	25,600	26,880	28,224	29,636	31,117	32,673	34,307	36,022	37,823	39,714	147.69	155.08	162.83	170.97	179.52	188.50	197.92	207.82	218.21	229.12
92	26,240	27,552	28,930	30,376	31,895	33,490	35,165	36,923	38,769	40,707	151.39	158.96	166.90	175.25	184.01	193.21	202.87	213.02	223.67	234.85
93	26,896	28,241	29,653	31,136	32,693	34,327	36,044	37,846	39,738	41,725	155.17	162.93	171.08	179.63	188.61	198.04	207.94	218.34	229.26	240.72
94	27,569	28,947	30,395	31,914	33,510	35,185	36,945	38,792	40,732	42,768	159.05	167.00	175.35	184.12	193.33	202.99	213.14	223.80	234.99	246.74
95	28,258	29,671	31,154	32,712	34,348	36,065	37,868	39,762	41,750	43,837	163.03	171.18	179.74	188.72	198.16	208.07	218.47	229.39	240.86	252.91
96	28,964	30,413	31,933	33,530	35,206	36,967	38,815	40,756	42,794	44,933	167.10	175.46	184.23	193.44	203.11	213.27	223.93	235.13	246.89	259.23
97	29,688	31,173	32,732	34,368	36,087	37,891	39,785	41,775	43,863	46,057	171.28	179.84	188.84	198.28	208.19	218.60	229.53	241.01	253.06	265.71
98	30,431	31,952	33,550	35,227	36,989	38,838	40,780	42,819	44,960	47,208	175.56	184.34	193.56	203.23	213.40	224.07	235.27	247.03	259.38	272.35
99	31,191	32,751	34,389	36,108	37,913	39,809	41,800	43,890	46,084	48,388	179.95	188.95	198.40	208.32	218.73	229.67	241.15	253.21	265.87	279.16
100	31,971	33,570	35,248	37,011	38,861	40,804	42,845	44,987	47,236	49,598	184.45	193.67	203.36	213.52	224.20	235.41	247.18	259.54	272.52	286.14

Appendix IV

Salary Range Placement Recommendations

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City of Imperial
Proposed Salary Plan
November 2024
SALARIES @ MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Accountant	proposed	proposed	$8,250	33	$8,192	N/A	X	Market and range placement.
Accounting Assistant I	proposed	proposed	N/A	11	$4,759	N/A	No	Internal alignment: anchor to 10.0% below Accounting Assistant II.
Accounting Assistant II	$ 4,854	N/A	N/A	15	$5,253	8.2%	No	Internal alignment: anchor to 5.0% above Administrative Assistant (currently 2.5% above).
Accounting Technician	$ 5,914	3.0%	$5,736	19	$5,798	-2.0%	X	Market and range placement. Y-Rating Recommended.
Administrative Assistant	$ 4,736	-4.6%	$4,956	13	$4,999	5.6%	X	Market and range placement.
Administrative Specialist	$ 4,736	N/A	N/A	25	$6,724	42.0%	No	Internal alignment: anchor to 15.0% below Management Analyst.
Animal Control Officer	proposed	N/A	N/A	10	$4,642	N/A	X	Internal alignment: anchor to Police Services Officer II (same range).
Assistant City Clerk	$ 7,386	-7.4%	$7,934	32	$7,992	8.2%	X	Market and range placement.
Assistant Planner	proposed	N/A	N/A	33	$8,192	N/A	No	Internal alignment: anchor to 15.0% below Associate Planner.
Assistant to the City Manager	$ 12,103	Insuff. Data	N/A	54	$13,759	13.7%	X	Internal alignment: anchor to 20.0% below department directors (currently 10.4% below).
Associate Planner	proposed	proposed	$9,459	39	$9,500	N/A	X	Market and range placement.
Building Inspection & Code Enforcement Supervisor	proposed	N/A	N/A	39	$9,500	N/A	No	Internal alignment: anchor to Fleet and Facilities Supervisor (same range).
Building Inspector I	$ 6,859	N/A	N/A	24	$6,560	-4.4%	No	Internal alignment: anchor to 10.0% below Building Inspector II. Y-Rating Recommended.
Building Inspector II	$ 7,206	-0.006890857	$7,256	28	$7,241	0.5%	X	Market and range placement.
Building Official	proposed	proposed	$11,265	46	$11,293	N/A	X	Market and range placement.
Chief of Police	$13,359	3.60%	$12,878	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).
City Manager	$ 19,574	-9.5%	$21,437	72	$21,460	9.6%	X	Market and range placement at 90.0% of median.
Code Enforcement Inspector I	proposed	N/A	N/A	19	$5,798	N/A	No	Internal alignment: anchor to 10.0% below Code Enforcement Inspector II.
Code Enforcement Inspector II	$ 5,914	-8.9%	$6,441	23	$6,400	8.2%	X	Market and range placement.
Collection System Worker I	proposed	N/A	N/A	15	$5,253	N/A	No	Internal alignment: anchor to 10.0% below Collection System Worker II.
Collection System Worker II	$ 5,227	Insuff. Data	N/A	19	$5,798	10.9%	X	Internal alignment: anchor to 10.0% above Public Services Maintenance Worker II (currently 10.4% above).
Community Development Director	$ 13,360	-22.6%	$16,384	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).

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Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Community Development Technician I	proposed	N/A	N/A	14	$5,124	N/A	No	Internal alignment: anchor to 10.0% below Community Development Technician II.
Community Development Technician II	$ 4,398	-27.9%	$5,625	18	$5,656	28.6%	X	Market and range placement.
Construction Project Coordinator	$ 6,692	N/A	N/A	27	$7,064	5.6%	No	Internal alignment: anchor to Water Treatment Plant Operator II (same range - currently at same rate).
Construction Project Manager	$ 10,437	N/A	N/A	46	$11,293	8.2%	No	Internal alignment: anchor to 10.0% below Public Services Manager (currently 15.9% below). Y-Rating Recommended.
Crime Analyst	$ 6,528	Insuff. Data	N/A	27	$7,064	8.2%	X	Internal alignment: anchor to 10.0% below Management Analyst (currently 18.9% below).
Cybersecurity Program Manager	proposed	N/A	N/A	46	$11,293	N/A	No	Internal alignment: anchor to GIS Program Manager (same range).
Electrician	$ 7,386	N/A	N/A	31	$7,797	5.6%	No	Internal alignment: anchor to 20.0% below Public Services Supervisor (currently 18.9% below).
Engineering Technician I	proposed	N/A	N/A	21	$6,091	N/A	No	Internal alignment: anchor to 10.0% below Engineering Technician II.
Engineering Technician II	proposed	proposed	$6,665	25	$6,724	N/A	X	Market and range placement.
Equipment Mechanic	$ 5,629	-6.7%	$6,008	21	$6,091	8.2%	X	Market and range placement.
Executive Assistant	$ 6,692	N/A	N/A	25	$6,724	0.5%	No	Internal alignment: anchor to 15.0% below Management Analyst (currently 16.0% below).
Facilities Maintenance Worker	$ 4,736	N/A	N/A	15	$5,253	10.9%	No	Internal alignment: anchor to Public Services Maintenance Worker II (same range - currently at same rate).
Finance Director	$ 13,360	-25.7%	$16,794	62	$16,764	25.5%	X	Market and range placement at 90.0% of median.
Finance Manager	proposed	proposed	$12,092	50	$12,465	N/A	X	Override market data: anchor to Police Captain (same range).
Finance Supervisor	$ 12,103	4.5%	$11,564	47	$11,575	-4.4%	X	Market and range placement. Y-Rating Recommended.
Fleet and Facilities Supervisor	proposed	proposed	$9,456	39	$9,500	N/A	X	Market and range placement.
GIS Analyst	$ 6,859	N/A	N/A	27	$7,064	3.0%	No	Internal alignment: anchor to 10.0% below Management Analyst (currently 13.1% below).
GIS Program Manager	$ 10,437	N/A	N/A	46	$11,293	8.2%	No	Internal alignment: anchor to 10.0% below Public Services Manager (currently 15.9% below).
Human Resources Analyst	$ 7,386	N/A	N/A	31	$7,797	5.6%	No	Internal alignment: anchor to Management Analyst (same range - currently 5.0% below).
Human Resources Director	$ 12,103	-16.1%	$14,057	61	$16,356	35.1%	X	Override market data: anchor to Finance Director (same range - currently 10.0% below).
Human Resources Specialist	$ 7,760	10.4%	$6,955	25	$6,724	-13.4%	X	Override market data: anchor to 15.0% below Human Resources Analyst. Y-Rating Recommended.
HVAC/Electrical Technician	$5,227	N/A	N/A	21	$6,091	16.5%	No	Internal alignment: anchor to Equipment Mechanic (same range - currently 7.6% below).

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Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Information Technology Director	$ 13,360	-15.3%	$15,409	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).
Information Technology Technician I	$ 4,736	N/A	N/A	21	$6,091	28.6%	No	Internal alignment: anchor to 10.0% below Information Technology Technician II.
Information Technology Technician II	$ 5,914	-13.6%	$6,717	25	$6,724	13.7%	X	Market and range placement.
Librarian	$ 7,386	-1.2%	$7,476	29	$7,422	0.5%	X	Market and range placement.
Library Assistant	$ 4,736	Insuff. Data	N/A	19	$5,798	22.4%	X	Internal alignment: anchor to 25.0% below Librarian (currently 56.0% below).
Library Clerk	$ 4,736	20.1%	$3,785	11	$4,759	0.5%	X	Override market data: anchor to 15.0% above Library Page (currently 13.0% above).
Library Grant Coordinator	$ 6,859	N/A	N/A	26	$6,892	0.5%	No	Internal alignment: anchor to 7.5% below Librarian (currently 7.7% below).
Library Manager	$ 7,954	-20.9%	$9,617	50	$12,465	56.7%	X	Override market data: anchor to Police Captain (same range).
Library Page	$ 4,186	Insuff. Data	N/A	5	$4,103	-2.0%	X	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating
Library Support Services Worker	$ 4,186	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating
Library Technician	$ 5,100	Insuff. Data	N/A	17	$5,518	8.2%	X	Internal alignment: anchor to 15.0% above Library Clerk (currently 7.7% above).
Lifeguard	$ 4,186	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating Recommended.
Lifeguard/Swim Instructor	$ 4,290	Insuff. Data	N/A	9	$4,529	5.6%	X	Internal alignment: anchor to 10.0% above Lifeguard (currently 2.5% above).
Literacy Coordinator	$ 6,859	N/A	N/A	26	$6,892	0.5%	No	Internal alignment: anchor to 7.5% below Librarian (currently 7.7% below).
Management Analyst	$ 7,760	-0.1%	$7,769	31	$7,797	0.5%	X	Market and range placement.
Network Specialist	N/A	N/A	N/A	31	$7,797	N/A	No	Internal alignment: anchor to 15.0% above Information Technology Technician II.
Organic Waste Specialist	$ 5,358	N/A	N/A	17	$5,518	3.0%	No	Internal alignment: anchor to 15.0% below Code Enforcement Inspector II (currently 10.0% below).
Parks and Recreation Director	$ 13,360	Insuff. Data	N/A	62	$16,764	25.5%	X	Internal alignment: anchor to Finance Director (same range - currently at same rate).
Parks Maintenance Coordinator	$ 5,358	N/A	N/A	21	$6,091	13.7%	No	Internal alignment: anchor to Senior Public Services Maintenance Worker (same range - currently at same rate).
Parks Maintenance Worker I	$ 4,398	N/A	N/A	11	$4,759	8.2%	No	Internal alignment: anchor to 10.0% below Parks Maintenance Worker II.
Parks Maintenance Worker II	$ 4,736	12.4%	$4,149	15	$5,253	10.9%	X	Override market data: anchor to Public Services Maintenance Worker II (same range - currently at same rate).

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Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Police Captain	$ 12,103	-2.3%	$12,382	50	$12,465	3.0%	X	Market and range placement.
Police Corporal	$ 8,153	Insuff. Data	N/A	26	$6,892	-15.5%	X	Internal alignment: anchor to 15.0% above Police Officer (currently 15.9% above). Y-Rating Recommended.
Police Officer	$ 7,030	14.6%	$6,007	20	$5,943	-15.5%	X	Market and range placement. Y-Rating Recommended.
Police Sergeant	$ 9,224	8.9%	$8,400	34	$8,397	-9.0%	X	Market and range placement. Y-Rating Recommended.
Police Services Officer I	$ 4,976	N/A	N/A	6	$4,206	-15.5%	No	Internal alignment: anchor to 10.0% below Police Services Officer II. Y-Rating Recommended.
Police Services Officer II	$ 5,629	18.5%	$4,588	10	$4,642	-17.5%	X	Market and range placement. Y-Rating Recommended.
Project Coordinator	$ 4,736	N/A	N/A	22	$6,244	31.8%	No	Internal alignment: anchor to 10.0% above Community Development Technician II (currently 7.7% above).
Property and Evidence Technician	$ 5,629	16.3%	$4,710	11	$4,759	-15.5%	X	Market and range placement. Y-Rating Recommended.
Public Services Director	$ 13,360	-23.9%	$16,558	62	$16,764	25.5%	X	Internal alignment: anchor to Finance Director (same range - currently at same rate).
Public Services Maintenance Worker I	$ 4,398	N/A	N/A	11	$4,759	8.2%	No	Internal alignment: anchor to 10.0% below Public Services Maintenance Worker II.
Public Services Maintenance Worker II	$ 4,736	-10.7%	$5,241	15	$5,253	10.9%	X	Market and range placement.
Public Services Manager	$ 12,103	9.7%	$10,929	50	$12,465	3.0%	X	Override market data: anchor to Police Captain (same range).
Public Services Supervisor	$ 8,780	-7.2%	$9,415	39	$9,500	8.2%	X	Market and range placement.
Purchasing Technician	proposed	N/A	N/A	19	$5,798	N/A	No	Internal alignment: anchor to Accounting Technician (same range).
Recreation and Special Events Coordinator	$ 6,859	6.7%	$6,402	29	$7,422	8.2%	X	Override market data: anchor to 15.0% above Senior Recreation and Events Specialist.
Recreation Leader I	$ 4,186	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating Recommended.
Recreation Leader II	$ 4,290	20.0%	$3,432	9	$4,529	5.6%	X	Override market data: internal alignment: anchor to 10.0% above Recreation Leader I (currently 2.5% above).
Recreation Specialist I	proposed	N/A	N/A	13	$4,999	N/A	No	Internal alignment: anchor to 10.0% above Recreation Leader II.
Recreation Specialist II	$ 4,736	N/A	N/A	17	$5,518	16.5%	No	Internal alignment: anchor to 20.0% above Recreation Leader II (currently 10.0% above).
Senior Collection System Worker	proposed	N/A	N/A	25	$6,724	N/A	No	Internal alignment: anchor to 15.0% above Collection System Worker II.
Senior Equipment Mechanic	$ 6,062	N/A	N/A	27	$7,064	16.5%	No	Internal alignment: anchor to 15.0% above Equipment Mechanic.
Senior Lifeguard/Swim Instructor	$ 4,398	N/A	N/A	13	$4,999	13.7%	No	Internal alignment: anchor to 10.0% above Lifeguard/Swim Instructor (currently 2.5% above).

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Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Senior Park Maintenance Worker	proposed	N/A	N/A	21	$6,091	N/A	No	Internal alignment: anchor to 15.0% above Parks Maintenance Worker II.
Senior Planner	$ 7,760	N/A	N/A	45	$11,017	42.0%	No	Internal alignment: anchor to 15.0% above Associate Planner. Current salary reported here is based on the City's Planner III.
Senior Public Services Maintenance Worker	$ 5,358	N/A	N/A	21	$6,091	13.7%	No	Internal alignment: anchor to 15.0% above Public Services Maintenance Worker II.
Senior Recreation and Event Specialist	proposed	N/A	N/A	23	$6,400	N/A	No	Internal alignment: anchor to 15.0% above Recreation Specialist II.
Senior Recreation Leader	$ 4,398	N/A	N/A	13	$4,999	13.7%	No	Internal alignment: anchor to 10.0% above Recreation Leader II.
Senior Wastewater Treatment Plant Operator	$ 7,760	N/A	N/A	37	$9,043	16.5%	No	Internal alignment: anchor to 10.0% above Wastewater Treatment Plant Operator II.
Senior Water Meter/Distribution Operator	proposed	N/A	N/A	25	$6,724	N/A	No	Internal alignment: anchor to 15.0% above Water Meter/ Distribution Operator II.
Senior Water Treatment Plant Operator	proposed	N/A	N/A	37	$9,043	N/A	No	Internal alignment: anchor to 10.0% above Water Treatment Plant Operator III.
Utility Billing Technician	$ 5,492	N/A	N/A	19	$5,798	5.6%	No	Internal alignment: anchor to Accounting Technician (same range - currently 7.7% below).
Utility Maintenance Worker I	$ 5,227	N/A	N/A	15	$5,253	0.5%	No	Internal alignment: anchor to 10.0% below Utility Maintenance Worker II.
Utility Maintenance Worker II	$ 5,227	Insuff. Data	N/A	19	$5,798	10.9%	X	Internal alignment: anchor to 10.0% above Public Services Maintenance Worker II (currently 10.4% above).
Wastewater Operator in Training	$ 5,227	N/A	N/A	19	$5,798	10.9%	No	Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate).
Wastewater Plant Chief Operator	$ 8,780	Insuff. Data	N/A	43	$10,487	19.4%	X	Internal alignment: anchor to 15.0% above Senior Wastewater Treatment Plant Operator.
Wastewater Treatment Plant Operator I	$ 6,214	N/A	N/A	23	$6,400	3.0%	No	Internal alignment: anchor to 10.0% below Wastewater Treatment Plant Operator II.
Wastewater Treatment Plant Operator II	$ 6,692	14.1%	$5,745	27	$7,064	5.6%	X	Override market data: anchor to 20.0% above Water Meter/Distribution Operator II (currently 18.9% above).
Wastewater Treatment Plant Operator III	$ 7,760	N/A	N/A	33	$8,192	5.6%	No	Internal alignment: anchor to 15.0% above Wastewater Treatment Plant Operator II (currently 15.9% above).
Water Meter/Distribution Operator I	$ 5,227	N/A	N/A	15	$5,253	0.5%	No	Internal alignment: anchor to Utility Maintenance Worker I (same range - currently at same rate).
Water Meter/Distribution Operator II	$ 5,629	2.3%	$5,502	19	$5,798	3.0%	X	Override market data. Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate).
Water Operator In Training	$ 5,227	N/A	N/A	19	$5,798	10.9%	No	Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate).
Water Plant Chief Operator	$ 8,780	Insuff. Data	N/A	43	$10,487	19.4%	X	Internal alignment: anchor to 15.0% above Senior Water Treatment Plant Operator.
Water Treatment Plant Operator I	$ 6,214	N/A	N/A	23	$6,400	3.0%	No	Internal alignment: anchor to 10.0% below Water Treatment Plant Operator II.
Water Treatment Plant Operator II	$ 6,692	9.0%	$6,090	27	$7,064	5.6%	X	Override market data: anchor to Wastewater Treatment Plant Operator II (same range - currently at same rate).

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Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Water Treatment Plant Operator III	$7,760	N/A	N/A	33	$8,192	5.6%	No	Internal alignment: anchor to 15.0% above Water Treatment Plant Operator II.

[1] *90% of Market Median for Executives*

Legend for columns:

Column A - Classification Title.
Column B - Client's current monthly maximum salaries.
Column C - Shows the percentage difference between the client's current maximum monthly salaries and the desired market position.
Column D - Market placement shows the monthly market values derived from the total compensation survey results.
Column E - Salary range number of the consultant's newly proposed salary range schedule.
Column F - Monthly maximum salary of the consultant's newly proposed salary ranges.
Column G - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
Column H - Indicates whether the classification was surveyed as a benchmark.
Column I - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

City of Imperial
Proposed Salary Plan
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SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Accountant	proposed	proposed	N/A	$7,838	31	$7,797	N/A	X	Market and range placement.
Accounting Assistant I	proposed	proposed	N/A	N/A	9	$4,529	N/A	No	Internal alignment: anchor to 10.0% below Accounting Assistant II.
Accounting Assistant II	$ 4,854	N/A	N/A	N/A	13	$4,999	3.0%	No	Internal alignment: anchor to 5.0% above Administrative Assistant (currently 2.5% above).
Accounting Technician	$ 5,914	3.0%	8.0%	$5,440	16	$5,384	-9.0%	X	Market and range placement. Y-Rating Recommended.
Administrative Assistant	$ 4,736	-4.6%	0.4%	$4,719	11	$4,759	0.5%	X	Market and range placement.
Administrative Specialist	$ 4,736	N/A	N/A	N/A	23	$6,400	35.1%	No	Internal alignment: anchor to 15.0% below Management Analyst.
Animal Control Officer	proposed	N/A	N/A	N/A	7	$4,311	N/A	No	Internal alignment: anchor to Police Services Officer II (same range).
Assistant City Clerk	$ 7,386	-7.4%	-2.4%	$7,565	30	$7,607	3.0%	X	Market and range placement.
Assistant Planner	proposed	N/A	N/A	N/A	31	$7,797	N/A	No	Internal alignment: anchor to 15.0% below Associate Planner.
Assistant to the City Manager	$ 12,103	Insuff. Data	N/A	N/A	54	$13,759	13.7%	X	Internal alignment: anchor to 20.0% below department directors (currently 10.4% below).
Associate Planner	proposed	N/A	N/A	$8,986	37	$9,043	N/A	X	Market and range placement.
Building Inspection & Code Enforcement Supervisor	proposed	N/A	N/A	N/A	37	$9,043	N/A	No	Internal alignment: anchor to Fleet and Facilities Supervisor (same range).
Building Inspector I	$ 6,859	N/A	N/A	N/A	22	$6,244	-9.0%	No	Internal alignment: anchor to 10.0% below Building Inspector II. Y-Rating Recommended.
Building Inspector II	$ 7,206	-0.7%	4.3%	$6,895	26	$6,892	-4.4%	X	Market and range placement. Y-Rating Recommended.
Building Official	proposed	proposed	N/A	$10,702	44	$10,749	N/A	X	Market and range placement.
Chief of Police	$13,359	-6.40%	3.6%	$12,878	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).
City Manager	$ 19,574	-19.5%	-9.5%	$21,437	72	$21,460	9.6%	X	Market and range placement at 90.0% of median.
Code Enforcement Inspector I	proposed	N/A	N/A	N/A	17	$5,518	N/A	No	Internal alignment: anchor to 10.0% below Code Enforcement Inspector II.
Code Enforcement Inspector II	$ 5,914	-8.9%	-3.9%	$6,146	21	$6,091	3.0%	X	Market and range placement.
Collection System Worker I	proposed	N/A	N/A	N/A	13	$4,999	N/A	No	Internal alignment: anchor to 10.0% below Collection System Worker II.
Collection System Worker II	$ 5,227	Insuff. Data	N/A	N/A	17	$5,518	5.6%	X	Internal alignment: anchor to 10.0% above Public Services Maintenance Worker II (currently 10.4% above).
Community Development Director	$ 13,360	-32.6%	-22.6%	$16,384	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).

City of Imperial
Proposed Salary Plan
October 2024
SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Community Development Technician I	proposed	N/A	N/A	N/A	12	$4,877	N/A	No	Internal alignment: anchor to 10.0% below Community Development Technician II.
Community Development Technician II	$ 4,398	-27.9%	-22.9%	$5,406	16	$5,384	22.4%	X	Market and range placement.
Construction Project Coordinator	$ 6,692	N/A	N/A	N/A	25	$6,724	0.5%	No	Internal alignment: anchor to Water Treatment Plant Operator II (same range - currently at same rate).
Construction Project Manager	$ 10,437	N/A	N/A	N/A	44	$10,749	3.0%	No	Internal alignment: anchor to 10.0% below Public Services Manager (currently 15.9% below). Y-Rating Recommended.
Crime Analyst	$ 6,528	Insuff. Data	N/A	N/A	25	$6,724	3.0%	X	Internal alignment: anchor to 10.0% below Management Analyst (currently 18.9% below).
Cybersecurity Program Manager	proposed	N/A	N/A	N/A	44	$10,749	N/A	No	Internal alignment: anchor to GIS Program Manager (same range).
Electrician	$ 7,386	N/A	N/A	N/A	29	$7,422	0.5%	No	Internal alignment: anchor to 20.0% below Public Services Supervisor (currently 18.9% below).
Engineering Technician I	proposed	N/A	N/A	N/A	19	$5,798	N/A	No	Internal alignment: anchor to 10.0% below Engineering Technician II.
Engineering Technician II	proposed	proposed	N/A	$6,332	23	$6,400	N/A	X	Market and range placement.
Equipment Mechanic	$ 5,629	-6.72%	-1.72%	$5,726	19	$5,798	3.0%	X	Market and range placement.
Executive Assistant	$ 6,692	N/A	N/A	N/A	23	$6,400	-4.4%	No	Internal alignment: anchor to 15.0% below Management Analyst (currently 16.0% below). Y-Rating Recommended.
Facilities Maintenance Worker	$ 4,736	N/A	N/A	N/A	13	$4,999	5.6%	No	Internal alignment: anchor to Public Services Maintenance Worker II (same range - currently at same rate).
Finance Director	$ 13,360	-35.7%	-25.7%	$16,794	62	$16,764	25.5%	X	Market and range placement at 90.0% of median.
Finance Manager	proposed	proposed	N/A	$11,487	48	$11,865	N/A	X	Override market data: anchor to Police Captain (same range).
Finance Supervisor	$ 12,103	4.5%	9.5%	$10,959	45	$11,017	-9.0%	X	Market and range placement. Y-Rating Recommended.
Fleet and Facilities Supervisor	proposed	proposed	N/A	$8,983	37	$9,043	N/A	X	Market and range placement.
GIS Analyst	$ 6,859	N/A	N/A	N/A	25	$6,724	-2.0%	No	Internal alignment: anchor to 10.0% below Management Analyst (currently 13.1% below). Y-Rating Recommended.
GIS Program Manager	$ 10,437	N/A	N/A	N/A	44	$10,749	3.0%	No	Internal alignment: anchor to 10.0% below Public Services Manager (currently 15.9% below).
Human Resources Analyst	$ 7,386	N/A	N/A	N/A	29	$7,422	0.5%	No	Internal alignment: anchor to Management Analyst (same range - currently 5.0% below).
Human Resources Director	$ 12,103	-26.1%	-16.1%	$14,057	62	$16,764	38.5%	X	Override market data: anchor to Finance Director (same range - currently 10.0% below).
Human Resources Specialist	$ 7,760	10.4%	15.4%	$6,567	23	$6,400	-17.5%	X	Override market data: anchor to 15.0% below Human Resources Analyst. Y-Rating Recommended.
HVAC/Electrical Technician	$5,227	N/A	N/A	N/A	19	$5,798	10.9%	No	Internal alignment: anchor to Equipment Mechanic (same range - currently 7.6% below).
Information Technology Director	$ 13,360	-25.3%	-15.3%	$15,409	62	$16,764	25.5%	X	Override market data: anchor to Finance Director (same range - currently at same rate).

City of Imperial
Proposed Salary Plan
October 2024
SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Information Technology Technician I	$ 4,736	N/A	N/A	N/A	19	$5,798	22.4%	No	Internal alignment: anchor to 10.0% below Information Technology Technician II.
Information Technology Technician II	$ 5,914	-13.6%	-8.6%	$6,421	23	$6,400	8.2%	X	Market and range placement.
Librarian	$ 7,386	-1.2%	3.8%	$7,106	27	$7,064	-4.4%	X	Market and range placement. Y-Rating Recommended.
Library Assistant	$ 4,736	Insuff. Data	N/A	N/A	17	$5,518	16.5%	X	Internal alignment: anchor to 25.0% below Librarian (currently 56.0% below).
Library Clerk	$ 4,736	20.1%	25.1%	$3,548	11	$4,759	0.5%	X	Override market data: anchor to 15.0% above Library Page (currently 13.0% above).
Library Grant Coordinator	$ 6,859	N/A	N/A	N/A	24	$6,560	-4.4%	No	Internal alignment: anchor to 7.5% below Librarian (currently 7.7% below). Y-Rating Recommended.
Library Manager	$ 7,954	-20.9%	-15.9%	$9,220	48	$11,865	49.2%	X	Override market data: anchor to Police Captain (same range).
Library Page	$ 4,186	Insuff. Data	N/A	N/A	5	$4,103	-2.0%	X	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour.
Library Support Services Worker	$ 4,186	N/A	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating Recommended.
Library Technician	$ 5,100	Insuff. Data	N/A	N/A	17	$5,518	8.2%	X	Internal alignment: anchor to 15.0% above Library Clerk (currently 7.7% above).
Lifeguard	$ 4,186	N/A	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating Recommended.
Lifeguard/Swim Instructor	$ 4,290	Insuff. Data	N/A	N/A	9	$4,529	5.6%	X	Internal alignment: anchor to 10.0% above Lifeguard (currently 2.5% above).
Literacy Coordinator	$ 6,859	N/A	N/A	N/A	24	$6,560	-4.4%	No	Internal alignment: anchor to 7.5% below Librarian (currently 7.7% below). Y-Rating Recommended.
Management Analyst	$ 7,760	-0.1%	4.9%	$7,381	29	$7,422	-4.4%	X	Market and range placement. Y-Rating Recommended.
Network Specialist	N/A	N/A	N/A	N/A	29	$7,422	N/A	No	Internal alignment: anchor to 15.0% above Information Technology Technician II.
Organic Waste Specialist	$ 5,358	N/A	N/A	N/A	15	$5,253	-2.0%	No	Internal alignment: anchor to 15.0% below Code Enforcement Inspector II (currently 10.0% below). Y-Rating Recommended.
Parks and Recreation Director	$ 13,360	Insuff. Data	N/A	N/A	62	$16,764	25.5%	X	Internal alignment: anchor to Finance Director (same range - currently at same rate).
Parks Maintenance Coordinator	$ 5,358	N/A	N/A	N/A	19	$5,798	8.2%	No	Internal alignment: anchor to Senior Public Services Maintenance Worker (same range - currently at same rate).
Parks Maintenance Worker I	$ 4,398	N/A	N/A	N/A	9	$4,529	3.0%	No	Internal alignment: anchor to 10.0% below Parks Maintenance Worker II.
Parks Maintenance Worker II	$ 4,736	12.4%	17.4%	$3,912	13	$4,999	5.6%	X	Override market data: anchor to Public Services Maintenance Worker II (same range - currently at same rate).

City of Imperial
Proposed Salary Plan
October 2024
SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Police Captain	$ 12,103	-2.3%	2.7%	$11,776	48	$11,865	-2.0%	X	Market and range placement. Y-Rating Recommended.
Police Corporal	$ 8,153	Insuff. Data	N/A	N/A	24	$6,560	-19.5%	X	Internal alignment: anchor to 15.0% above Police Officer (currently 15.9% above). Y-Rating Recommended.
Police Officer	$ 7,030	14.6%	19.6%	$5,655	18	$5,656	-19.5%	X	Market and range placement. Y-Rating Recommended.
Police Sergeant	$ 9,224	8.9%	13.9%	$7,939	32	$7,992	-13.4%	X	Market and range placement. Y-Rating Recommended.
Police Services Officer I	$ 4,976	N/A	N/A	N/A	3	$3,906	-21.5%	No	Internal alignment: anchor to 10.0% below Police Services Officer II. Y-Rating Recommended.
Police Services Officer II	$ 5,629	18.5%	23.5%	$4,307	7	$4,311	-23.4%	X	Market and range placement. Y-Rating Recommended.
Project Coordinator	$ 4,736	N/A	N/A	N/A	20	$5,943	25.5%	No	Internal alignment: anchor to 10.0% above Community Development Technician II (currently 7.7% above).
Property and Evidence Technician	$ 5,629	16.3%	21.3%	$4,428	8	$4,419	-21.5%	X	Market and range placement. Y-Rating Recommended.
Public Services Director	$ 13,360	-33.9%	-23.9%	$16,558	62	$16,764	25.5%	X	Internal alignment: anchor to Finance Director (same range - currently at same rate).
Public Services Maintenance Worker I	$ 4,398	N/A	N/A	N/A	9	$4,529	3.0%	No	Internal alignment: anchor to 10.0% below Public Services Maintenance Worker II.
Public Services Maintenance Worker II	$ 4,736	-10.7%	-5.7%	$5,004	13	$4,999	5.6%	X	Market and range placement.
Public Services Manager	$ 12,103	9.7%	14.7%	$10,324	48	$11,865	-2.0%	X	Override market data: anchor to Police Captain (same range). Y-Rating Recommended.
Public Services Supervisor	$ 8,780	-7.2%	-2.2%	$8,976	37	$9,043	3.0%	X	Market and range placement.
Purchasing Technician	proposed	N/A	N/A	N/A	16	$5,384	N/A	No	Internal alignment: anchor to Accounting Technician (same range).
Recreation and Special Events Coordinator	$ 6,859	6.7%	11.7%	$6,060	29	$7,422	8.2%	X	Override market data: anchor to 15.0% above Senior Recreation and Events Specialist.
Recreation Leader I	$ 4,186	N/A	N/A	N/A	5	$4,103	-2.0%	No	Recommend Range #5 as greater than the $17.00 per hour to exceed the 2025 California minimum wage of $16.50 per hour. In addition, with an upcoming 2.5% COLA, this range will exceed the 2026 California minimum wage of $18.00 per hour. Y-Rating Recommended.
Recreation Leader II	$ 4,290	20.0%	25.0%	$3,218	9	$4,529	5.6%	X	Override market data: internal alignment: anchor to 10.0% above Recreation Leader I (currently 2.5% above).
Recreation Specialist I	proposed	N/A	N/A	N/A	13	$4,999	N/A	No	Internal alignment: anchor to 10.0% above Recreation Leader II.
Recreation Specialist II	$ 4,736	N/A	N/A	N/A	17	$5,518	16.5%	No	Internal alignment: anchor to 20.0% above Recreation Leader II (currently 10.0% above).
Senior Collection System Worker	proposed	N/A	N/A	N/A	23	$6,400	N/A	No	Internal alignment: anchor to 15.0% above Collection System Worker II.
Senior Equipment Mechanic	$ 6,062	N/A	N/A	N/A	25	$6,724	10.9%	No	Internal alignment: anchor to 15.0% above Equipment Mechanic.
Senior Lifeguard/Swim Instructor	$ 4,398	N/A	N/A	N/A	13	$4,999	13.7%	No	Internal alignment: anchor to 10.0% above Lifeguard/Swim Instructor (currently 2.5% above).

City of Imperial
Proposed Salary Plan
October 2024
SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Senior Park Maintenance Worker	proposed	N/A	N/A	N/A	19	$5,798	N/A	No	Internal alignment: anchor to 15.0% above Parks Maintenance Worker II.
Senior Planner	$ 7,760	N/A	N/A	N/A	43	$10,487	35.1%	No	Internal alignment: anchor to 15.0% above Associate Planner. Current salary reported here is based on the City's Planner III.
Senior Public Services Maintenance Worker	$ 5,358	N/A	N/A	N/A	19	$5,798	8.2%	No	Internal alignment: anchor to 15.0% above Public Services Maintenance Worker II.
Senior Recreation and Event Specialist	proposed	N/A	N/A	N/A	23	$6,400	N/A	No	Internal alignment: anchor to 15.0% above Recreation Specialist II.
Senior Recreation Leader	$ 4,398	N/A	N/A	N/A	13	$4,999	13.7%	No	Internal alignment: anchor to 10.0% above Recreation Leader II.
Senior Wastewater Treatment Plant Operator	$ 7,760	N/A	N/A	N/A	35	$8,607	10.9%	No	Internal alignment: anchor to 10.0% above Wastewater Treatment Plant Operator III.
Senior Water Meter/Distribution Operator	proposed	N/A	N/A	N/A	23	$6,400	N/A	No	Internal alignment: anchor to 15.0% above Water Meter/ Distribution Operator II.
Senior Water Treatment Plant Operator	proposed	N/A	N/A	N/A	35	$8,607	N/A	No	Internal alignment: anchor to 10.0% above Water Treatment Plant Operator III.
Utility Billing Technician	$ 5,492	N/A	N/A	N/A	16	$5,384	-2.0%	No	Internal alignment: anchor to Accounting Technician (same range - currently 7.7% below). Y-Rating Recommended.
Utility Maintenance Worker I	$ 5,227	N/A	N/A	N/A	13	$4,999	-4.4%	No	Internal alignment: anchor to 10.0% below Utility Maintenance Worker II. Y-Rating Recommended.
Utility Maintenance Worker II	$ 5,227	Insuff. Data	N/A	N/A	17	$5,518	5.6%	X	Internal alignment: anchor to 10.0% above Public Services Maintenance Worker II (currently 10.4% above).
Wastewater Operator in Training	$ 5,227	N/A	N/A	N/A	17	$5,518	5.6%	No	Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate).
Wastewater Plant Chief Operator	$ 8,780	Insuff. Data	N/A	N/A	41	$9,981	13.7%	X	Internal alignment: anchor to 15.0% above Senior Wastewater Treatment Plant Operator.
Wastewater Treatment Plant Operator I	$ 6,214	N/A	N/A	N/A	21	$6,091	-2.0%	No	Internal alignment: anchor to 10.0% below Wastewater Treatment Plant Operator II. Y-Rating Recommended.
Wastewater Treatment Plant Operator II	$ 6,692	14.1%	19.1%	$5,411	25	$6,724	0.5%	X	Override market data: anchor to 20.0% above Water Meter/Distribution Operator II (currently 18.9% above).
Wastewater Treatment Plant Operator III	$ 7,760	N/A	N/A	N/A	31	$7,797	0.5%	No	Internal alignment: anchor to 15.0% above Wastewater Treatment Plant Operator II (currently 15.9% above).
Water Meter/Distribution Operator I	$ 5,227	N/A	N/A	N/A	13	$4,999	-4.4%	No	Internal alignment: anchor to Utility Maintenance Worker I (same range - currently at same rate). Y-Rating Recommended.
Water Meter/Distribution Operator II	$ 5,629	2.3%	7.3%	$5,221	17	$5,518	-2.0%	X	Override market data. Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate). Y-Rating Recommended.
Water Operator In Training	$ 5,227	N/A	N/A	N/A	17	$5,518	5.6%	No	Internal alignment: anchor to Utility Maintenance Worker II (same range - currently at same rate).
Water Plant Chief Operator	$ 8,780	Insuff. Data	N/A	N/A	41	$9,981	13.7%	X	Internal alignment: anchor to 15.0% above Senior Water Treatment Plant Operator.
Water Treatment Plant Operator I	$ 6,214	N/A	N/A	N/A	21	$6,091	-2.0%	No	Internal alignment: anchor to 10.0% below Water Treatment Plant Operator II. Y-Rating Recommended.
Water Treatment Plant Operator II	$ 6,692	9.0%	14.0%	$5,755	25	$6,724	0.5%	X	Override market data: anchor to Wastewater Treatment Plant Operator II (same range - currently at same rate).
Water Treatment Plant Operator III	$7,760	N/A	N/A	N/A	31	$7,797	0.5%	No	Internal alignment: anchor to 15.0% above Water Treatment Plant Operator II. Y-Rating Recommended.

City of Imperial
Proposed Salary Plan
October 2024
SALARIES @ 95% OF MEDIAN

Class Title	FY 2024/25 Maximum Monthly Salary	% from Total Comp Market Median	% from 95% of Total Comp Market Median[1]	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale

[1] *90% of Market Median for Executives*

Column A - Classification Title.
Column B - Client's current monthly maximum salaries.
Column C - Shows the percentage difference between the client's current maximum monthly salaries and the Median value of Total Compensation in the market.
Column D - Shows the percentage difference between the client's current maximum monthly salaries and 90% of the Median value of Total Compensation in the market.
Column E - Market placement shows the monthly market values derived from the total compensation survey results.
Column F - Salary range number of the consultant's newly proposed salary range schedule.
Column G - Monthly maximum salary of the consultant's newly proposed salary ranges.
Column H - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
Column I - Indicates whether the classification was surveyed as a benchmark.
Column J - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

Appendix V

Additional Benefits

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Educational Incentive

Agency/Bargaining Unit	Educational Incentive
City Imperial	
City Manager	N/A
Police Association	$75 each pay period Bachelors $150 each pay period Masters
Teamsters	N/A
Unrepresented	Safety $75 each pay period Bachelors $150 each pay period Masters
City Brawley	
Police Sergeants Association	N/A
Public Safety Employees' Association (Non-Sworn)	N/A
Public Safety Employees' Association (Sworn)	N/A
City Manager	N/A
Director Public Works Operations Assistant to the City Manager Information Technology Director	N/A
Management Confidential Unrepresented	N/A
Teamsters	N/A

City Calexico	
City Manager Director Planning & Building Services	N/A
Municipal Employees' Association Unrepresented	5% Associate 10% Bachelors 10% Maximum
Management Association	10% Masters
Management Association (Sworn)	10% Masters
Police Officers' Association	5% Associate or Intermediate POST 10% Bachelors or Advanced POST Employees limited to one increase, 10% Maximum
SEIU Certified Operators	N/A
Supervisor's Association	10% Masters
Unrepresented	5% Associate 10% Bachelors 10% Maximum
City Coachella	
Management Employee Compensation Plan	N/A
Teamsters Confidential Mid-Management	N/A
Teamsters Sanitary & Miscellaneous	N/A
City Manager	N/A

City El Centro	
Certified Water Treatment Plant Operators, Certified Wastewater Treatment Plant Operators and Certified Water Distribution Operators/Sewer	$50 each pay period Associate $75 each pay period Bachelors $100 each pay period Masters
City Manager	N/A
Community Services Director Director Public Works & City Engineer Director Human Resources Community Development Director Assistant Director Community Development	N/A
General Employees	$50 each pay period Associate $75 each pay period Bachelors $100 each pay period Masters
Unrepresented Police Commander Management	$75 each pay period Bachelors $100 each pay period Masters
Police Officers Association Police Sergeants Police Dispatchers	$50 each pay period Associate $75 each pay period Bachelors $100 each pay period Masters $100 Maximum AND $100 each pay period Intermediate POST $150 each pay period Intermediate POST $150 each pay period Supervisor $150 Maximum
Supervisor, Professional and Technical	$50 each pay period Associate $75 each pay period Bachelors $100 each pay period Masters
Unrepresented Management	$50 each pay period Associate $75 each pay period Bachelors $100 each pay period Masters
City of Indio	

Employees' Association	2.5% Associate 5.0% Bachelors 5.0% Maximum
Police Officers' Association - Safety	N/A
Police Officers' Association - NonSafety	N/A
Water Authority Employees' Association	2.5% Associate 5.0% Bachelors 5.0% Maximum
Management, Confidential & Unrepresented	N/A
At-Will - Safety	N/A
At-Will - NonSafety	N/A
Police Command Unit	N/A
Service Employees International Union	2.5% Associate 5.0% Bachelors 5.0% Maximum
City of Palm Desert	
All Employees	N/A
City of Palm Springs	
Police Management Association	3% Bachelors or 5% Masters 9% Masters and Management POST
Police Officer Association	1.5% Associate 3.0% Bachelors 3.0% Maximum

Public Employees Association	5% Masters
Executive and Management Association	5% Masters Eligible for Educational Incentive or Bilingual Pay, no combination
City Manager	5% Masters Eligible for Educational Incentive or Bilingual Pay, no combination
County of Imperial	
Management Bargaining Unit Department Heads Unrepresented	N/A
Confidential Professional Employees Professional Employee Group Working Supervisors	N/A
Sheriff's Association Public Safety Supervisory Unit	N/A
Public Safety Managers Association	N/A
County of San Diego	
Deputy Sheriffs' Association	5% Bachelors and 4 years of service Deputy Sheriff-Detentions/Court Services • Sheriff's Detention Lieutenant • Sheriff's Sergeant-Detentions
Sheriffs' Management	10% Bachelors Sheriff's Detention Captain • Sheriff's Detention Commander
SEIU Clerical, Public Service, Professional, Middle Management	$50 biweekly Master of Social Work Aging Program Specialist • Adult Protective Services Specialist • Senior Adult Protective Services Specialist • Adult Protective Services Supervisor • Protective Services Supervisor • Social Work Supervisor (performing adult protective services or children welfare services). $50 biweekly Master of Library Science Librarian Substitute • Librarian
Teamsters Crafts Teamster Construction, Maintenance, Operations & Repair	N/A

Confidential Employees	N/A
Confidential Management Management	N/A
Unclassified Management Unrepresented / Executive	N/A

Bilingual Pay

Agency/Bargaining Unit	Bilingual Pay
City Imperial	
City Manager	N/A
Police Association	$25 each pay period oral proficiency $25 each pay period written proficiency Public Services Officer • Police Officer • Corporal • Sergeant
Teamsters	$25 each pay period oral proficiency $25 each pay period written proficiency
Unrepresented	$25 each pay period oral proficiency $25 each pay period written proficiency Administrative Services Technician • Building Inspector III • Executive Assistant • Financial Analyst • Human Resources Analyst • Human Resources Specialist • Literacy Coordinator • Management Analyst • Public Records Analyst • Recreation Coordinator • Special Events Coordinator
City Brawley	
Police Sergeants Association	5.00%
Public Safety Employees' Association (Non-Sworn)	5.00%
Public Safety Employees' Association (Sworn)	5.00%

City Manager	N/A
Director Public Works Operations Assistant to the City Manager Information Technology Director	N/A
Management Confidential Unrepresented	N/A
Teamsters	N/A
City Calexico	
City Manager Director Planning & Building Services	N/A
Municipal Employees' Association Unrepresented	N/A
Management Association	N/A
Management Association (Sworn)	N/A
Police Officers' Association	N/A
SEIU Certified Operators	N/A
Supervisor's Association	N/A
Unrepresented	N/A

City Coachella	
Management Employee Compensation Plan	N/A
Teamsters Confidential Mid-Management	$50 each pay period for conversational Spanish skills on a limited basis. 5% when speaking Spanish is a primary duty.
Teamsters Sanitary & Miscellaneous	$50 each pay period for conversational Spanish skills on a limited basis. 5% when speaking Spanish is a primary duty: Accounting Technician (Payroll) • Assistant Engineer • Code Enforcement Aide • Code Enforcement Officer • Customer Service Representative • Department Assistant in Code Enforcement, Community Development, Engineering Services, Human Resources, Public Works • Economic Development Technician • Engineering Technician • Human Resources Technician • Parks Ranger • Payroll Specialist • Planning Technician • Public Works/Landscape and Lighting Inspector • Recreation Services Coordinator • Senior Center Assistant • Senior Center Coordinator • Senior Center Operator • Water Service Worker II
City Manager	N/A
City El Centro	
Certified Water Treatment Plant Operators, Certified Wastewater Treatment Plant Operators and Certified Water Distribution Operators/Sewer	$40 each pay period

City Manager	N/A
Community Services Director Director Public Works & City Engineer Director Human Resources Community Development Director Assistant Director Community Development	N/A
General Employees	$40 each pay period
Unrepresented Police Commander Management	N/A
Police Officers Association Police Sergeants Police Dispatchers	$40 each pay period
Supervisor, Professional and Technical	N/A
Unrepresented Management	$40 each pay period
City of Indio	
Employees' Association	$25 each pay period
Police Officers' Association - Safety	$75 each pay period
Police Officers' Association - NonSafety	$75 each pay period
Water Authority Employees' Association	$25 each pay period

Management, Confidential & Unrepresented	$25 each pay period
At-Will - Safety	$25 each pay period
At-Will - NonSafety	N/A
Police Command Unit	N/A
Service Employees International Union	$25 each pay period
City of Palm Desert	
All Employees	$25 each pay period
City of Palm Springs	
Police Management Association	$125 each month speaking and listening $125 each month writing $250 maximum
Police Officer Association	$125 each month speaking and listening $125 each month writing $250 maximum
Public Employees Association	$125 each month speaking and listening $125 each month writing $250 maximum

Executive and Management Association	$125 each month speaking and listening $125 each month writing $250 maximum Eligible for Educational Incentive or Bilingual Pay, no combination
City Manager	$125 each month speaking and listening $125 each month writing $250 maximum Eligible for Educational Incentive or Bilingual Pay, no combination
County of Imperial	
Management Bargaining Unit Department Heads Unrepresented	$20 each pay period
Confidential Professional Employees Professional Employee Group Working Supervisors Teamsters	$20 each pay period
Sheriff's Association Public Safety Supervisory Unit	$20 each pay period
Public Safety Managers Association	$20 each pay period
County of San Diego	
Deputy Sheriffs' Association	$75 biweekly for positions requiring 40+ hours bilingual skills
Sheriffs' Management	N/A

SEIU Clerical, Public Service, Professional, Middle Management	$60 biweekly for positions requiring 40+ hours bilingual skills. $30 biweekly for positions requiring <39 hours bilingual skills. $72 biweekly for positions requiring 40+ hours bilingual skills for adult protective services/child welfare. $70 biweekly for positions requiring <39 hours bilingual skills for adult protective services/child welfare.
Teamsters Crafts Teamster Construction, Maintenance, Operations & Repair	$60 biweekly for positions requiring 40+ hours bilingual skills. $30 biweekly for positions requiring <39 hours bilingual skills.
Confidential Employees	N/A
Confidential Management Management	N/A
Unclassified Management Unrepresented / Executive	N/A

Call Back Pay

Agency/Bargaining Unit	Call Back Pay
City Imperial	
City Manager	N/A
Police Association	Hours worked at time-and-one-half when on-call 2 hours minimum at time-and-one-half when not on-call
Teamsters	3 hours minimum at time-and-one-half
Unrepresented	N/A
City Brawley	
Police Sergeants Association	N/A
Public Safety Employees' Association (Non-Sworn)	N/A
Public Safety Employees' Association (Sworn)	N/A
City Manager	N/A
Director Public Works Operations Assistant to the City Manager Information Technology Director	N/A

Management Confidential Unrepresented	N/A
Teamsters	2 hours minimum straight time Pay at time-and-one-half after 40 hours in a week.
City Calexico	
City Manager Director Planning & Building Services	N/A
Municipal Employees' Association Unrepresented	2 hours minimum at time-and-one-half
Management Association	N/A
Management Association (Sworn)	N/A
Police Officers' Association	2 hours minimum at time-and-one-half
SEIU Certified Operators	First hour at double time Additional hours at time-and-one-half
Supervisor's Association	N/A
Unrepresented	2 hours minimum at time-and-one-half
City Coachella	
Management Employee Compensation Plan	N/A

Teamsters Confidential Mid-Management	N/A
Teamsters Sanitary & Miscellaneous	Time-and-one-half for call outs 2 hours or less 4 hours time-and-one-half for call outs 2-4 hours 8 hours time-and-one-half for call outs over 4 hours in a 24 hour period
City Manager	N/A
City El Centro	
Certified Water Treatment Plant Operators, Certified Wastewater Treatment Plant Operators and Certified Water Distribution Operators/Sewer	3 hours minimum at time-and-one-half
City Manager	N/A
Community Services Director Director Public Works & City Engineer Director Human Resources Community Development Director Assistant Director Community Development	N/A
General Employees	3 hours minimum at time-and-one-half
Unrepresented Police Commander Management	N/A
Police Officers Association Police Sergeants Police Dispatchers	2 hours minimum straight time for Police Officers 3 hours minimum straight time for Police Sergeants 3 hours minimum at time-and-one-half for Police Dispatchers

Supervisor, Professional and Technical	3 hours minimum at time-and-one-half Nonexempt positions only Including commute time and time worked
Unrepresented Management	N/A
City of Indio	
Employees' Association	3 hours minimum at time-and-one-half
Police Officers' Association - Safety	2 hours minimum at time-and-one-half
Police Officers' Association - NonSafety	2 hours minimum at time-and-one-half
Water Authority Employees' Association	3 hours minimum at time-and-one-half
Management, Confidential & Unrepresented	3 hours minimum at time-and-one-half
At-Will - Safety	3 hours minimum at time-and-one-half
At-Will - NonSafety	N/A
Police Command Unit	2 hours minimum at time-and-one-half
Service Employees International Union	3 hours minimum at time-and-one-half
City of Palm Desert	

All Employees	2 hours minimum at time-and-one-half Nonexempt only
City of Palm Springs	
Police Management Association	N/A
Police Officer Association	4 hours minimum straight time Hours worked at straight time within 4 hours prior to scheduled shift.
Public Employees Association	2 hours minimum at time-and-one-half
Executive and Management Association	N/A
City Manager	N/A
County of Imperial	
Management Bargaining Unit Department Heads Unrepresented	N/A
Confidential Professional Employees Professional Employee Group Working Supervisors Teamsters	N/A
Sheriff's Association Public Safety Supervisory Unit	N/A
Public Safety Managers Association	N/A

County of San Diego	
Deputy Sheriffs' Association	3 hours minimum at time-and-one-half
Sheriffs' Management	N/A
SEIU Clerical, Public Service, Professional, Middle Management	3 hours minimum at time-and-one-half
Teamsters Crafts Teamster Construction, Maintenance, Operations & Repair	3 hours minimum at time-and-one-half
Confidential Employees	N/A
Confidential Management Management	N/A
Unclassified Management Unrepresented / Executive	N/A

Certification Pay

Agency/Bargaining Unit	Certification Pay
City Imperial	
City Manager	N/A
Police Association	$150 each pay period Intermediate POST $225 each pay period Advanced POST
Teamsters	$25 each pay period for additional Water Treatment Operator, Water Distribution Operator or Wastewater Treatment Plant Operator certifications for Operators in Water/Wastewater and General Maintenance Worker. $75 Maximum
Unrepresented	Safety $150 each pay period Intermediate POST $225 each pay period Advanced POST
City Brawley	
Police Sergeants Association	2.5% Intermediate POST 2.5% Advanced POST 5.0% Maximum
Public Safety Employees' Association (Non-Sworn)	N/A
Public Safety Employees' Association (Sworn)	2.5% Intermediate POST 2.5% Advanced POST 5.0% Maximum

City Manager	N/A
Director Public Works Operations Assistant to the City Manager Information Technology Director	N/A
Management Confidential Unrepresented	5.0% Supervisory POST
Teamsters	N/A
City Calexico	
City Manager Director Planning & Building Services	N/A
Municipal Employees' Association Unrepresented	N/A
Management Association	N/A
Management Association (Sworn)	N/A
Police Officers' Association	Safety 5% Associate or Intermediate POST, 5% Max 10% Bachelors or Advanced POST, 10% Max
SEIU Certified Operators	5% One additional certification 10% Two or more additional certifications Treatment Operator • Distribution/Collection • Laboratory Technician 10% Maximum

Supervisor's Association	N/A
Unrepresented	N/A
City Coachella	
Management Employee Compensation Plan	N/A
Teamsters Confidential Mid-Management	N/A
Teamsters Sanitary & Miscellaneous	$25 each month for Treatment Plant Operators and Water Service Workers with Collections Grade II, Wastewater Treatment II or Water Distribution II certification when not required. $35 each month for Treatment Plant Operators and Water Service Workers with Collections Grade Ill, Wastewater Treatment III or Water Distribution III certification when not required. $35 Maximum
City Manager	N/A
City El Centro	

Certified Water Treatment Plant Operators, Certified Wastewater Treatment Plant Operators and Certified Water Distribution Operators/Sewer	4% for Water Treatment Operators with Water Distribution OR Treatment Certification. 8% for Water Treatment Operators with both. 4% for Wastewater Treatment Operators with additional Operator's Certification OR CWEA Technologist's Certification. 8% for Wastewater Treatment Operators with both.
City Manager	N/A
Community Services Director Director Public Works & City Engineer Director Human Resources Community Development Director Assistant Director Community Development	N/A
General Employees	$30 each pay period for Pool Operator or Playground Inspector Certification. 50¢ each hour for Equipment Mechanics with ASE for heavy trucks, ASE for automobiles AND AWS for welding or AC Refrigerant Recovery and Recycling. $20 each pay period for Equipment Mechanics with Hybrid and/or CNG certification. $30 each pay period for Building Maintenance Mechanic with Air Conditioning Certification. $30 each pay period for Building Maintenance Mechanic with Electrical Certification. 2% for Underground Utilities and Utility Field Representatives with Grade lll water distribution certification.
Unrepresented Police Commander Management	$150 each pay period for Supervisor or Management Certification and Bachelors or Masters

Police Officers Association Police Sergeants Police Dispatchers	$225 each month for Police Officers with expert qualification in tactics, use of force, narcotics, firearms, traffic accident investigation, child abuse, driving under the influence, and gangs. $225 each month for Police Sergeants with expert qualification in narcotics, firearms, traffic accident investigation, child abuse, driving under the influence and gangs. $30 each pay period for Police Dispatchers with Emergency Medical Dispatch certification.
Supervisor, Professional and Technical	N/A
Unrepresented Management	N/A
City of Indio	
Employees' Association	N/A
Police Officers' Association - Safety	7.5% for Police Officers, Police Corporals and Police Dispatchers with Intermediate POST. 12.5% for Police Officers, Police Corporals and Police Dispatchers with Advanced POST. 7.5% for NonSworn with Intermediate POST equivalent (8 yrs+15 units OR 6 years + 30 units OR 4 years + 60 units OR 2 years + 120 units). 12.5% for NonSworn with Advanced POST equivalent (12 years + 30 units OR 9 years + 60 units OR 6 years + 120 units).

Police Officers' Association - NonSafety	7.5% for Police Officers, Police Corporals and Police Dispatchers with Intermediate POST. 12.5% for Police Officers, Police Corporals and Police Dispatchers with Advanced POST. 7.5% for NonSworn with Intermediate POST equivalent (8 yrs+15 units OR 6 years + 30 units OR 4 years + 60 units OR 2 years + 120 units). 12.5% for NonSworn with Advanced POST equivalent (12 years + 30 units OR 9 years + 60 units OR 6 years + 120 units).
Water Authority Employees' Association	N/A
Management, Confidential & Unrepresented	5.0% for Police Dispatch Supervisors with Advanced POST. 10.0% for Police Dispatch Supervisors with Advanced POST and Supervisory POST.
At-Will - Safety	N/A
At-Will - NonSafety	N/A
Police Command Unit	7.5% for Police Sergeants and Police Lieutenants with Intermediate POST 12.5% for Police Sergeants and Police Lieutenants with Advanced OR Supervisory POST 15.0% for Police Sergeants and Police Lieutenants with Advanced AND Supervisory POST 15.0% Maximum
Service Employees International Union	N/A

City of Palm Desert	
All Employees	N/A
City of Palm Springs	
Police Management Association	9% Masters and Management POST
Police Officer Association	N/A
Public Employees Association	2.5% Building Inspectors - ICC Building Inspector Code Compliance Officers - CACEO and ICC Fleet Maintenance Technician III & IV - California Fire Mechanic Permit Center Technicians - ICC
Executive and Management Association	5% for maintaining a related professional certification requiring continuing education hours or retesting
City Manager	5% for maintaining a related professional certification requiring continuing education hours or retesting
County of Imperial	
Management Bargaining Unit Department Heads Unrepresented	N/A
Confidential Professional Employees Professional Employee Group Working Supervisors Teamsters	N/A

Sheriff's Association Public Safety Supervisory Unit	2.5% Intermediate POST 2.5% Advanced POST
Public Safety Managers Association	N/A
County of San Diego	
Deputy Sheriffs' Association	5.0% Intermediate POST for Deputy Sheriff and Sheriff's Sergeant 11.5% Intermediate and Advanced POST for Deputy Sheriff and Sheriff's Sergeant 9.0% Intermediate and Advanced POST for Sheriff's Lieutenant 14.0% Intermediate, Advanced, and Management POST for Sheriff's Lieutenant
Sheriffs' Management	15% Management POST for Sheriff Captain and Sheriff's Commander

SEIU Clerical, Public Service, Professional, Middle Management	5% Registered Civil Engineer, Registered Mechanical Engineer, or Architect for Assistant Engineer 5% Registered Civil Engineer or Architect for Landscape Architect 5% Registered Civil Engineer or California State Land Surveyor License for Junior Surveyor or Assistant Surveyor 10% American Board Certification for related medical specialty for Medical Consultant, Radiologist, Pediatrician, Senior Physician, Physician, Psychiatrist, Psychiatric Resident, and Psychiatrist Specialist. 15% American Board Certification for related medical sub-specialty for Medical Consultant, Senior Physician, Physician, Psychiatric Resident, Psychiatrist, and Psychiatrist Specialist. 5% Registered Environmental Health Specialist for Environmental Health Specialist I, Environmental Health Specialist II, Environmental Health Specialist III, Supervising Environmental Health Specialist, $50 biweekly Advanced Property Tax Appraiser Certificate for Appraiser IV, Appraiser III, Appraiser II, Appraiser I, Supervising Appraiser I, Supervising Appraiser II, Audit Appraiser III, Audit Appraiser II, Audit Appraiser I, Supervising Audit Appraiser, and Audit Appraiser IV. 5% State Certification in Industrial Hygiene for Supervising Industrial Hygienist, Industrial Hygienist III, Industrial Hygienist I, Industrial Hygienist II
Teamsters Crafts Teamster Construction, Maintenance, Operations & Repair	One-time $25 Asbestos Handling Certification. 25¢ each hour for each ASE Certification for Fleet Technicians, $3 each hour maximum.
Confidential Employees	N/A
Confidential Management Management	N/A

Unclassified Management Unrepresented / Executive	N/A

Stand-by Pay

Agency/Bargaining Unit	Stand-by Pay
City Imperial	
City Manager	N/A
Police Association	2 hours straight time each morning/afternoon court session
Teamsters	2 hours straight time each day
Unrepresented	N/A
City Brawley	
Police Sergeants Association	N/A
Public Safety Employees' Association (Non-Sworn)	N/A
Public Safety Employees' Association (Sworn)	N/A
City Manager	N/A
Director Public Works Operations Assistant to the City Manager Information Technology Director	N/A

Management Confidential Unrepresented	N/A
Teamsters	16 hours at time-and-one-half each 7 consecutive days
City Calexico	
City Manager Director Planning & Building Services	N/A
Municipal Employees' Association Unrepresented	6 hours straight time each day Time-and-one-half for hours worked
Management Association	N/A
Management Association (Sworn)	N/A
Police Officers' Association	N/A
SEIU Certified Operators	18 hours straight time each 7 consecutive days Time-and-one-half for hours worked
Supervisor's Association	N/A
Unrepresented	6 hours straight time each day Time-and-one-half for hours worked
City Coachella	
Management Employee Compensation Plan	N/A

Teamsters Confidential Mid-Management	N/A
Teamsters Sanitary & Miscellaneous	$35 each work day $50 each non-work day $80 each holiday
City Manager	N/A
City El Centro	
Certified Water Treatment Plant Operators, Certified Wastewater Treatment Plant Operators and Certified Water Distribution Operators/Sewer	10 hours straight time each week
City Manager	N/A
Community Services Director Director Public Works & City Engineer Director Human Resources Community Development Director Assistant Director Community Development	N/A
General Employees	10 hours straight time each week
Unrepresented Police Commander Management	N/A
Police Officers Association Police Sergeants Police Dispatchers	10 hours straight time each week
Supervisor, Professional and Technical	N/A

Unrepresented Management	N/A
City of Indio	
Employees' Association	2 hours straight time each 8 hours for Public Works Department, Code Enforcement Officers and certain Police Department members.
Police Officers' Association - Safety	2 hours straight time each 8 hours. 1 hour straight time each 24 hours for Police Detective.
Police Officers' Association - NonSafety	2 hours straight time each 8 hours
Water Authority Employees' Association	2 hours straight time each 8 hours
Management, Confidential & Unrepresented	2 hours straight time each 8 hours
At-Will - Safety	2 hours straight time each 8 hours
At-Will - NonSafety	N/A
Police Command Unit	2 hours straight time each 8 hours
Service Employees International Union	2 hours straight time each 8 hours
City of Palm Desert	
All Employees	2 hours straight time each weekday 3 hours straight time each weekend or holiday

City of Palm Springs	
Police Management Association	N/A
Police Officer Association	N/A
Public Employees Association	2 hours straight time each day
Executive and Management Association	2 hours straight time each day
City Manager	N/A
County of Imperial	
Management Bargaining Unit Department Heads Unrepresented	N/A
Confidential Professional Employees Professional Employee Group Working Supervisors Teamsters	N/A
Sheriff's Association Public Safety Supervisory Unit	N/A
Public Safety Managers Association	N/A
County of San Diego	
Deputy Sheriffs' Association	N/A

Sheriffs' Management	N/A
SEIU Clerical, Public Service, Professional, Middle Management	1 hour minimum straight time for each shift performing telework. 2 hours minimum straight time for each shift reporting to
Teamsters Crafts Teamster Construction, Maintenance, Operations & Repair	1 hour minimum straight time for each shift performing telework. 2 hours minimum straight time for reporting to work.
Confidential Employees	N/A
Confidential Management Management	N/A
Unclassified Management Unrepresented / Executive	N/A

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Insurance | Risk Management | Consulting

Agenda Item No. C-1

DATE SUBMITTED	9/10/25	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	PUBLIC SERVICES	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	9/17/25	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Accept Proposal from DownStream for the Manhole and Gravity Sewer Collection System CCTV Inspection and Inventory (RFP 2025-08), and authorize the City Manager to sign a Contract with Downstream Services, Inc.

DEPARTMENT INVOLVED: PUBLIC SERVICES

BACKGROUND/SUMMARY:

See attached document

FISCAL IMPACT:

$272,603.00

Account: 54-853-5210 (CIP)

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

It is the department's recommendation to award the project to Downstream Services Inc.

DEPT. INITIALS: Jmg

MANAGER'S RECOMMENDATION:

approve not to exceed $ 272,603.00 plus 25% contingency

CITY MANAGER's INITIALS: DH

MOTION:

SECONDED:	APPROVED	( )	REJECTED ( )
AYES:	DISAPPROVED	( )	DEFERRED ( )
NAYES:			
ABSENT:	REFERRED TO:		

September 17, 2025

Dear Honorable Councilmembers:

Requested Action:

1. Accept Proposal from DownStream for the Manhole and Gravity Sewer Collection System CCTV Inspection and Inventory, and authorize the City Manager to sign a Contract with Downstream Services, Inc.

Background:

On June 4, 2025, the City Council authorized staff to request proposals to perform a manhole inspection and a closed-circuit television (CCTV) video inspection of 12.0 miles of the city's gravity sewer mains in the older parts of the city. The Contractor will temporarily plug the sewer pipes for the inspection. The Contractor will provide the full range of services, including video inspection of sewer and manholes, and will provide a report describing the condition of the City's sewer facilities. The contractor will report the size and material type of the pipes in each manhole and provide measurements (in feet to the nearest hundredth) from the top of the manhole to each invert. There are approximately 1,700 sewer manholes to be inspected.

The city received eight cost proposals:

#	Company	Total Proposed Cost	
1	**DownStream**	**$**	**272,603.00**
2	Pipe Tec	$	316,330.00
3	National Plant Services	$	353,686.00
4	360 Pipes	$	439,340.00
5	Matucci	$	454,865.00
6	B&D Construction, Inc.	$	597,935.00
7	Murgreen Environmental	$	627,850.00
8	Nicklaus Engineering, Inc.	$	1,763,229.00

Staff reviewed DownStream Service's proposal to ensure it met all of the City's goals. DownStream's inspection approach aligns with the city's goals and NASSCO standards - including PACP and MACP protocols.

Key strengths of the DownStream proposal include:

- Use of NASSCO-certified personnel with current PACP/MACP/LACP credentials
- Inspection procedures and deliverables structured around NASSCO guidelines
- Use of WinCanx software
    - WinCan is a NASSCO-certified Import and Export software. DownStream states they will use WinCanx, or the latest version.
- A clear QA/QC process to ensure data accuracy and reporting consistency
- The GIS sample file that was submitted provides a visual of all observations and can be classified and symbolized by type, grade, or recommended action. Video links are accessible in GIS and tied to individual feature records.

Public Services staff recommend awarding the project to DownStream in the amount of **$272,603.00**, with a 25% contingency, to allow for additional pipeline and wet well inspections if deemed necessary. The CIP budget for this project is $350,000.00

Fiscal Impact:

Funds to cover associated costs will be expended from enterprise funds. The project is in the FY 25-26 Capital Improvement Plan.

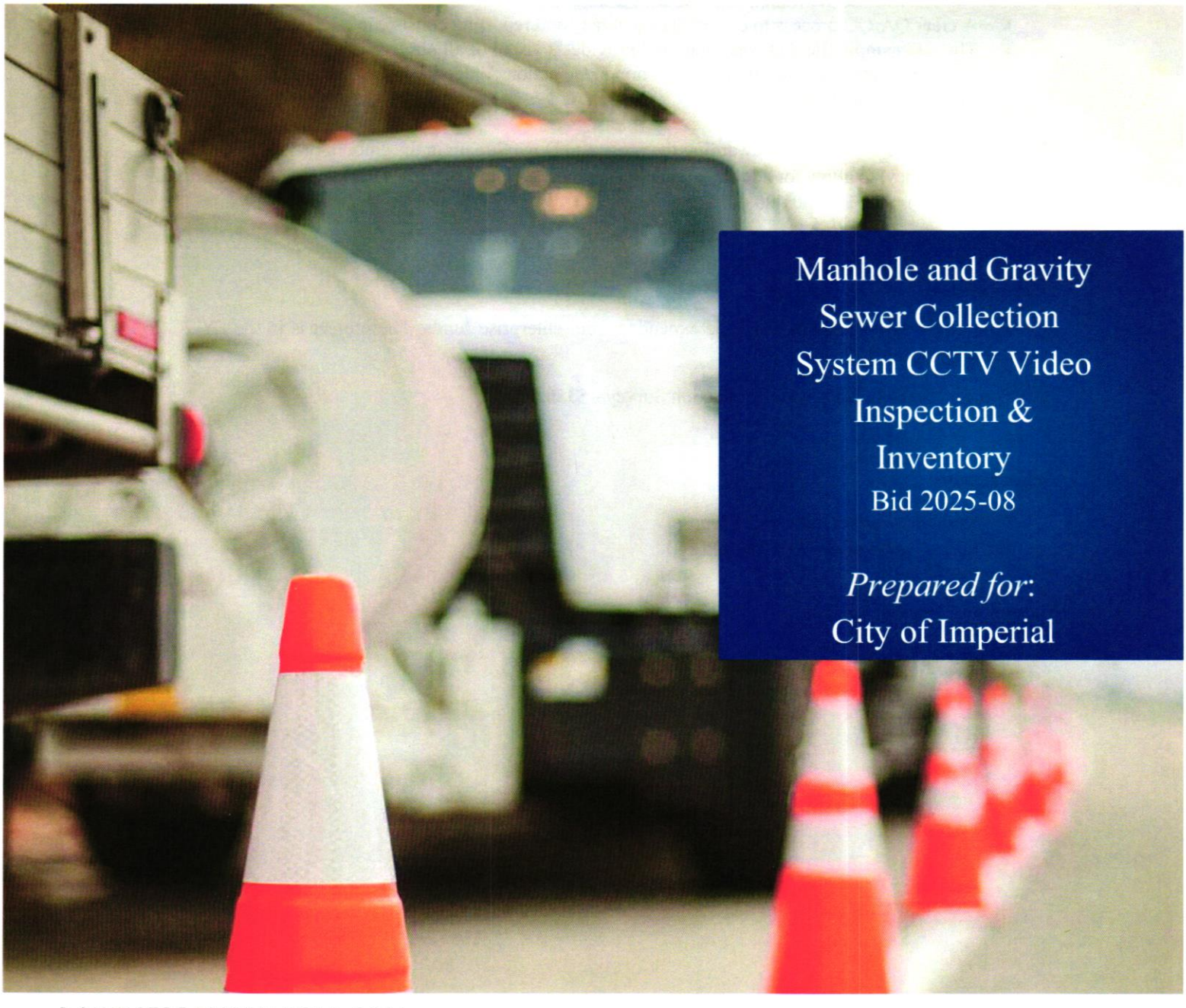
CIP Project No. 853, Wastewater Collection Survey - **$350,000.00**

Attachments:

1. DownStream Services, Inc. Proposal
2. City of Imperial RFP (BID 2025-08)

DownStream Services, Inc.

GRIT.INTEGRITY.EXPERTISE.FAMILY.



Manhole and Gravity Sewer Collection System CCTV Video Inspection & Inventory

Bid 2025-08

Prepared for:
City of Imperial

DOWNSTREAMSERVICES.COM

Prepared by:
Downstream Services, Inc.
2855 Progress Place
Escondido, CA 92029

DownStream Services, Inc.

August 20, 2025

City of Imperial
Attn: Jenell Guerrero
420 S. Imperial Ave
Imperial, CA 92251
E-mail jguerrero@imperial.ca.gov

Subject: Manhole and Gravity Sewer Collection System CCTV Video Inspection & Inventory

Downstream Services, Inc. is pleased to submit our bid for the above referenced project. We are a California certified small business enterprise (30938) and are fully committed to providing personnel, *"state-of-the-art"* equipment, and all resources necessary to successfully complete this project within budget and time constraints. Downstream Services, Inc. will perform the work in accordance with the Highest Industry Standards while remaining in compliance with all Federal, State and the City's regulations and ordinances.

Downstream Services, Inc. has read and will comply with all terms and conditions of the bid documents and include all project-specific references requested. We hereby acknowledge receipt of Addendum/Addenda #1, 2, 3, 4 of the bid.

The only persons, companies, and/or parties interested in this bid submittal as Shareholders of the Corporation and authorized to sign the proposal and/or negotiate for Downstream Services, Inc. are as follows:

Loren V. Wynne – *President*
(760) 746-2544 | (760) 814-9648
LorenW@downstreamservices.com

Clark A. Roberts – *Vice President*
(760) 746-2544 | (760) 692-2894
ClarkR@downstreamservices.com

The bid will remain valid for a period of up to 90 days from August 20, 2025. Downstream Services, Inc. looks forward to working for the City of Imperial. Please feel free to contact me with any questions or concerns.

Sincerely,

Loren Wynne – *President*
Downstream Services, Inc.
2855 Progress Place, Escondido, CA 92029
Phone: (760) 746-2544 | (800) 262-0999
Fax: (760) 746-2667
www.downstreamservices.com

DownStream Services, Inc.

CORPORATE RESOLUTION
OF
DOWNSTREAM SERVICES, INC.

We, the undersigned, being all the Directors and Shareholders of Downstream Services, Inc., organized and existing under the laws of California, and having its principal place of business at 2855 Progress Place, Escondido, California 92029 (the "Corporation"), hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Directors and Shareholders of the Corporation duly held and convened on January 1, 2024, at which a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect.

Therefore, it is resolved:

To remove Wilma Roberts and appoint Loren Wynne (formerly Roberts) as President, Chief Executive Officer, Chief Financial Officer, and Secretary, and authorized signatory to the Corporation.

To remove Victor Roberts and appoint Clark Roberts as Vice President, and additional signatory to the Corporation.

To appoint Wilma Roberts as Director.

To appoint Victor Roberts as Director.

By affirmative votes noted as signatures below, a majority vote of the Members of Downstream Services, Inc. with authority to bind the Company approves the form and content of this resolution, to be effective immediately.

DIRECTORS

Wilma Roberts, Director — 1/1/2024 Date

Victor Roberts, Director — 1/1/2024 Date

SHAREHOLDERS

Loren Wynne, President — 1/1/2024 Date

Clark Roberts, Vice President — 1/1/2024 Date

CORPORATE RESOLUTION
OF
DOWNSTREAM SERVICES, INC.

[CORPORATE SEAL]

CERTIFICATE OF SECRETARY

The Secretary of the Corporation hereby certifies that he/she is the duly elected and qualified Secretary of Downstream Services, Inc. and certifies that the above is a true and correct record of the resolution that was duly adopted by the Directors and Shareholders of the Corporation on January 01, 2024.

Loren Wynne, Secretary

CITY OF IMPERIAL

MANHOLE AND GRAVITY SEWER COLLECTION SYSTEM CCTV INSPECTION AND INVENTORY

BID-2025-08

ADDENDUM NO. 1

7/15/2025

NOTICE TO ALL POTENTIAL BIDDERS
The Bid Documents and Specifications are modified as set forth in this addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents and Specifications. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. **Include a copy of this addendum with your Bid Proposal Package.**

Bidders are advised that the contract documents and specifications for the above-referenced contract are hereby amended in the following manner and the following manner only.

Note 1: NON-MANDATORY PREPROPOSAL MEETING

The preproposal meeting scheduled for July 30, 2025, at 10:00 a.m. will be held online.
The meeting link is:

City of Imperial is inviting you to a scheduled Zoom meeting.

Topic: Preproposal Meeting for the Sewer CCTV Inspection Project
Time: Jul 30, 2025 10:00 AM Pacific Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/83167355305?pwd=TqRt7IR8nDLLaJuRcfBs99a1kzYjo4.1

Meeting ID: 831 6735 5305
Passcode: 628250

David Dale

Date: 7/15/25

David Dale, PE. PLS
Public Services Director

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum. This Addendum must be attached to the bidder's proposal.

Acknowledgement and Acceptance of Addendum No. 1

License No. 807953

Print or Type Company Name: Downstream Services, Inc.

Print or Type Authorized Name: Loren Wynne

Authorized Signature of Contractor:

Date Signed: 08/20/2025

CITY OF IMPERIAL

MANHOLE AND GRAVITY SEWER COLLECTION SYSTEM CCTV INSPECTION AND INVENTORY

BID-2025-08

ADDENDUM NO. 2

Five (5) Pages, Not Including Attachments

7/31/2025

NOTICE TO ALL POTENTIAL BIDDERS
The Bid Documents and Specifications are modified as set forth in this addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents and Specifications. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. **Include a copy of this addendum (NOT INCLUDING ATTACHMENTS) with your Bid Proposal Package.**

Bidders are advised that the contract documents and specifications for the above-referenced contract are hereby amended in the following manner and the following manner only.

QUESTIONS:

The following questions have been received. Responses to the questions follow in the notes below.

1. What is the City's enterprise GIS system, and will the City make the enterprise GIS available to the contractor? Which GIS platforms and data formats are compatible with the City's GIS system?

2. What is the expected flow condition? Who will be responsible for the management of flow control?

3. Will the working hours remain consistent throughout the project? Additionally, would night shifts be allowed on certain occasions if needed?

4. If a worker role isn't listed in the applicable prevailing wage determination, how will the worker be classified as?

5. If the contractor is tasked with cleaning of sewer mains and manholes, will this extend the overall project schedule? If so, how much will the project schedule extend?

6. If an inspection is hindered by O&M materials i.e roots, grease, debris, objects. For example, 25% of the pipe, is left not inspected. Does the city plan to re-clean and re-inspect the line to attain that 25%? If so, will the city be compensating the contractor for the initial inspected footage in total, based on the number of feet inspected ? As well as compensation for any follow up inspections required to complete any inspections hindered by O&M.

7. Manhole Cleaning – Being an old system. Cleaning can further damage corroded manholes. How does the city plan to approach these. Set aside for inspection only, separate lining project.

8. Does the treatment plant have room for disposal of solid material removed during cleaning.

9. If the contract is shifting to have Cleaning as part of it, does the city have the budget for that additional cost? Because the engineer estimate did not include that.

10. Page 25. Will the language of the contract be revised. 1. (Allowable Depth of Flow) – The statement "whichever is smaller", would mean almost all inspections might require plugging/bypassing when the water level is at 0.4in, that's between ¼ and ½ inches. Is the city open to changing this language to be more flexible?

11. In older areas that have not been under maintenance for longer periods of time. H2s really creates an issue with MH corrosion causing the lid to become almost welded together, and impossible to open without a crane or other heavy tooling. Therefore, we ask/request that all of the Manholes be pre opened prior to contractor work starting.

    Our concern is related to the following. If we have to skip sections of line, due to inaccessibility, it causes the issue of returning
    To lines / sections above prior cleaned sections, potentially leading to debris being flushed down into prior cleaned sections.

Note 1: COMPLETION DATE

The project will include **235 calendar days** from the start date in the Notice to Proceed to completion. The estimated start date is October 7, 2025, and the new estimated completion date is **May 28, 2026. The final completion date will depend on the actual start date in the Notice to Proceed.** Additional calendar days will be granted should there be any delays not caused by the contractor, such as inclement weather.

Note 2: DEPTH OF FLOW

Revised G. 1. "Allowable Depth of Flow" on page 25 to the following:

When performing CCTV inspection, the flow depth **shall not exceed 25%** (per NASSCO) of the pipe diameter or the depth where the camera is not submerged, whichever is smaller, as measured in the manhole. Sewer service shall not be disrupted, and sewer spills due to the contractor's activities are unacceptable. While the city does not have diurnal flow information, city sewer mains that are 8 inches in diameter are mostly for residential use. The sewer mains that are 10 inches in diameter and above are considered sewer interceptors, main trunk lines that convey higher flows. The larger the diameter, the higher the potential flow. The city will coordinate with the contractor to temporarily deenergize sewer pump stations to assist the contractor whenever possible. The 21 and 24-inch diameter sewer interceptors running to the wastewater treatment plant are fed completely with sewer pump stations that can be temporarily shut down to eliminate flows.

Note 3: CLEANING OF SEWER MAINS PRIOR TO CCTV INSPECTION

The cleaning of the sewer mains shall be the responsibility of the contractor. The contractor will be responsible for an effort of two full passes in the pipe. If the pipe requires additional passes to be adequately clean enough for inspection, the contractor will notify the city. At the city's discretion, the city will continue the cleaning effort until it is adequately clean. If the city does not have the resources to clean the pipe, the contractor will be compensated for the additional work to complete additional passes.

Note 4: CLEANING OF SEWER MANHOLES PRIOR TO INSPECTION

The contractor is responsible for cleaning the sewer manholes. However, some manholes could deteriorate further or fail completely if cleaned using pressurized water. Should the contractor consider that cleaning the manhole could have deleterious effects, he shall notify the city for a final determination. If the city determines that the manhole should be pressure-cleaned and there are negative effects due to the cleaning, the city shall be responsible for the manhole repairs.

The contractor will be responsible for opening the manhole lids. Should a manhole lid be frozen, the contractor will immediately contact the city. City staff will respond within an hour and free the manhole lid. Any delays due to legitimately frozen manhole lids will be considered extra work and paid for on a time and material basis. It is the city staff's experience that the manhole lids in the older part of the city open freely. Many of the manhole lids in the older part of the city have been opened recently. There have been some frozen manhole lids in the new parts of the city.

The city will be responsible for repairing/replacing any sewer manhole lids/risers that are damaged or become damaged by opening them.

Note 5: MEASUREMENT FOR LOCATION OF DEFECTS

Remove the following paragraph from page 22:

"The importance of accurate distance measurement is emphasized. Measurement for location of defects shall be made by means of a camera-mounted transmitter and an above-ground receiver. Marking on the cable, which requires interpolation for depth of the manhole, will not be permitted."

Note 6: AUDIO

The audio portion of the inspection report, as described in the specifications, shall not be necessary.

Note 7: LEVEL OF INSPECTION

A modified Level 1 inspection shall be required. The depth of the manholes, from the manhole rim to each sewer pipe invert in the manhole, shall be measured and noted. The diameter size and material type of each sewer pipeline shall be measured and noted.

Note 8: WASTE DISPOSAL

The city will accept up to 2,000 gallons of waste per day generated from cleaning the city's sewer collection system at no cost to the contractor. The contractor will deliver the waste to a designated location within the city's wastewater treatment plant, which is located at 701 West 14th Street, Imperial, CA 92251.

Note 9: POTABLE WATER

The city will supply the contractor with construction water at no charge. However, the contractor must always use the city's water meter so the city can track the water use.

Note 10: GIS

The city uses Esri's ArcGIS. All GIS data shall be compatible with the ArcGIS. The city will provide the sewer lines and manhole data that it has in an export to the contractor.

The following GIS platforms and data formats are compatible with the city's GIS system:

1. File geodatabase (.gdb)
2. GeoPackage (.gpkg)

    a. There are no shapefiles as they will truncate the hyperlinks. If the inspection software only allows exporting shapefiles, the contractor may export the shapefiles, then convert them to a .gdb file, then update the hyperlinks, make final edits, and submit to the city in a file geodatabase.

Note 11: PREVAILING WAGES

It shall be the contractor's responsibility to determine the applicable prevailing wage determination. The city will contract with a labor compliance consulting services firm to verify that the current applicable wage determinations are being used.

Note 12: NIGHT AND WEEKEND WORK

Night and weekend work may be acceptable if the contractor requests it in writing and the city approves it in writing. The contractor must give the city 48 hours' notice with the request. Attention is directed to item 15 on page 40 regarding the provisions of the California Labor Code regarding Prevailing Wages. Night and weekend work may have cost implications for prevailing wages.

Note 13: PIPE AND MANHOLE RECOMMENDATIONS

Defect Grading (1-5): Each identified defect (structural or operational & maintenance) will be assigned a condition grade from 1 to 5, with 1 being the least severe and 5 being the most severe.

Grade 5: (Most Significant): Defects requiring immediate attention, such as deformed/collapsed pipes, gushing infiltration, or significant root intrusion.

Grade 4: (Significant): Severe defects likely to worsen to a Grade 5 in the near future, e.g., broken pipes, running infiltration, or large root balls.

Grade 3: (Moderate): Moderate defects that will continue to deteriorate, such as multiple cracks, dripping infiltration, or medium root growth.

Grade 2: (Minor to Moderate): Defects that haven't yet begun to deteriorate significantly, e.g., longitudinal cracks, weeping infiltration, or tap roots.

Grade 1: (Minor): Minor defects with little impact on the pipe's function, like circumferential cracks or fine roots.

*****This portion intentionally left blank *****

Note 14: MAPS

1. The latest Sanitary Sewer Master Plan for the City of Imperial, dated 06/01/2008, is attached to this addendum. The sewer collection system has been expanded since 2008, but the changes are not mapped. One of the purposes of this project is to provide the city with an accurate map of its sewer collection system and use it to complete a new sewer master plan. The city will assist the contractor in ensuring that all manholes in the city's system are located so they can be inspected.

2. This addendum also includes a map entitled "GRAVITY SEWER PIPELINE INSPECTIONS AREA" showing where the gravity sewer mains shall be inspected by CCTV.

Note 15: EXHIBIT C – PRICE PROPOSAL FORM (ADDENDUM #2)

Replace page 46 with the attached new Exhibit C – Price Proposal Form, dated 7/30/25. Use this form for the proposal.

David Dale

Date: 7/31/25

David Dale, PE. PLS
Public Services Director

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum. This Addendum must be attached to the bidder's proposal.

Acknowledgement and Acceptance of Addendum No. 2

License No. 807953

Print or Type Company Name: Downstream Services, Inc.

Print or Type Authorized Name: Loren Wynne

Authorized Signature of Contractor:

Date Signed: 08/20/2025

CITY OF IMPERIAL

MANHOLE AND GRAVITY SEWER COLLECTION SYSTEM CCTV INSPECTION AND INVENTORY

BID-2025-08

ADDENDUM NO. 3

Four (4) Pages, Not Including Attachments

8/6/2025

NOTICE TO ALL POTENTIAL BIDDERS
The Bid Documents and Specifications are modified as set forth in this addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents and Specifications. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. **Include a copy of this addendum (NOT INCLUDING ATTACHMENTS) with your Bid Proposal Package.**

Bidders are advised that the contract documents and specifications for the above-referenced contract are hereby amended in the following manner and the following manner only.

QUESTIONS:

The following questions have been received. Responses to the questions follow in the notes below.

1. **If the contractor is able to perform the inspection of sewer pipes under flow does it have to plug the pipes for inspection? Example if sewer mains flows are less than 20% of the overall pipe diameter, would this qualify for plugging or no?**

   No, the sewer pipes with flows less than 25% of the overall pipe diameter do not have to be plugged.

2. **Based on City knowledge, what is the expected need to plug sewer lines for CCTV inspections?**

   Plugging will be required if the flow volume is higher than 25% of the pipe diameter (to complete a thorough inspection of sewer mains). However, much of the inspection area is residential, so plugging likely won't be necessary to complete most inspections. The city will assist the contractor by temporarily shutting down sewer pump stations (if applicable) to reduce or eliminate sewer flows to accommodate the inspections. The locations of the sewer pumping stations are shown in the "Sanitary Sewer Master Plan", provided in Addendum #2. Sewer pump stations control the flow in the 21-inch and 24-inch diameter gravity sewer pipes to be inspected, so it is not anticipated that plugging will be required in these pipes.

3. **Is the Contractor required to plug the sewer pipes prior to performing manhole inspections?**

   No, the sewer pipes do not need to be plugged for the manhole inspections.

4. **Of the 12 miles of sewer main inspections, can the City provide maps confirming the pipe sizes, materials, layout and total length by pipe size and manhole locations?**

   The maps provided in Addendum #2 show the pipe sizes and layout of the sewer collection system in 2008. This is the latest map that the city has. The sewer main inspections will be completed only within the boundary as shown in the "GRAVITY SEWER PIPELINE INSPECTION AREA", not the entire sewer collection system. The material composition of the pipes is unknown, but most are in the older part of the city and are likely to be made of clay. Some sewer line replacements have been done in this area using SDR 35 PVC. One of the purposes of the project is to determine the material composition and verify the diameter of the pipes. The price proposal sheet indicates the estimated linear feet of inspection of different-sized pipes.

   Additional developments have occurred since the 2008 map was created. The contractor will be responsible for inspecting all sewer manholes, even those not shown on the map. The city will assist the contractor in locating them.

5. **What percentage of sewer mains and manholes to be inspected are located within residential areas?**

   Attached to this Addendum is a zoning map for the proposer's convenience.

6. **What percentage of sewer mains and manholes to be inspected are located within Caltrans Right-of-Ways?**

   There are no sewer mains or manholes located within Caltrans rights-of-way.

7. **What percentage of sewer mains and manholes to be inspected are located within 25 ft. of railroad tracks?**

   There are no known sewer manholes within 25 feet of the railroad tracks. One 12-inch-diameter sewer main runs perpendicular to and beneath the tracks, which is within the gravity sewer main inspection area on Barioni Blvd.

8. **Section 3, I. A Sample Geographic Information System (GIS) compatible file asks for the contractor to *"Include a sample GIS file that includes the location of sewer mains, laterals and connections encountered, the location of any breaks, obstructions, offsets, high points, sags, or other major defects".***

   a. **Is the City expecting shape files, or an entire geodatabase?**

      The City expects final data delivery in a file geodatabase format (.gdb), as shapefiles have limitations (e.g., field length, no hyperlink support). Contractors should use export methods from their inspection software that retain hyperlink integrity. Post-processing in ArcGIS Pro or equivalent is acceptable to meet these requirements.

   b. **It will be very difficult to provide a GIS file with linked photos/videos as an example as the links to the photos/videos could be broken in the data exchange. How does the city expect this data to be exchanged as part of the bid submittal?**

      The sample file should demonstrate how media links are structured, even if the actual media files are not included. Broken links are acceptable in the bid submittal as long as the hyperlink fields are present and formatted correctly. This shows the contractor understands how to structure deliverables per City requirements.

c. **Can the City provide a shape file for the contractor to use to provide this example, or is the contractor expected to provide data from another municipality?**

The contractor should submit a representative sample from previous work. The sample should exclude any personal or sensitive information and can be a limited subset.

If the contractor does not have a previous project example that meets this requirement, they may create a sample file geodatabase using dummy data. The purpose is to evaluate the contractor's ability to structure and deliver GIS-compatible inspection data that aligns with the requirements outlined in the RFP.

9. **Can the City please confirm that they will be providing the GIS files containing all the pipe segments and manholes within this scope of work to the awarded contractor?**

The City will provide a zipped file geodatabase containing existing manhole and sewer line data. As stated in the RFP, the contractor is responsible for identifying and documenting any missing manholes, sewer lines, and laterals discovered during inspection. These features must be added to the file geodatabase and clearly marked (e.g., using a coded value such as "Added" to a status field or other appropriate field) to indicate they were newly identified.

10. **Can the City please confirm the awarded contractor will not be responsible for creating the layers for the pipe segments and manholes?**

The awarded contractor will not be responsible for creating new base GIS layers. The City will provide existing manhole and sewer line layers in a file geodatabase. The contractor is responsible for updating these layers as part of the inventory scope, by identifying and adding any features that are missing or discovered during inspection. This updated data will support the City's goal of completing a comprehensive sewer master plan.

11. **Is the contractor required to provide a layer that shows the location of every defect on the GIS map?**

Yes. As part of the final deliverables, the contractor is required to submit a GIS point layer showing the location and attributes of each observed defect. This layer should follow the SewerLineObservation schema provided in the RFP and reflect all defects and lateral locations identified during inspection.

12. **Since GIS data cannot be retrieved from the CCTV equipment underground, to get accurate GIS information, the contractor would need to locate the CCTV equipment on the surface and retrieve the GIS data topside. If the City is expecting GIS data for every defect, this process would need to be repeated for every defect. Is this what the city is expecting from the awarded contractor?**

The City does not expect the contractor to surface-locate each defect. GIS locations for defects should be derived using standard linear referencing practices. This includes properly resetting the CCTV footage counter at the start of each inspection, recording the distance to each defect or lateral location (observation), and digitizing a corresponding point in GIS along the pipe segment.

13. **Google earth shows a residential house at 701 West 14th Street, Imperial, CA 92251. Please reconfirm the location of the City's wastewater treatment plant?**

    The address of the city's wastewater treatment plant is 701 E. 14th Street, Imperial, CA 92251.

14. **Does the City have room at the Sewer Treatment Plant for a contractor laydown area to store equipment (CCTV Van, Jett/Vac Truck) in a secure environment?**

    Yes, equipment can be stored on the north side of the wastewater plant. Access/entry to the wastewater treatment plant will be established after the construction agreement is executed and the notice to proceed has been issued.

David Dale

Date: 8/6/25

David Dale, PE. PLS
Public Services Director

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum. This Addendum must be attached to the bidder's proposal.

Acknowledgement and Acceptance of Addendum No. 3

License No. 807953

Print or Type Company Name: Downstream Services Inc.

Print or Type Authorized Name: Loren Wynne

Authorized Signature of Contractor:

Date Signed: 08/20/2025

CITY OF IMPERIAL

MANHOLE AND GRAVITY SEWER COLLECTION SYSTEM CCTV INSPECTION AND INVENTORY

BID-2025-08

ADDENDUM NO. 4

One (1) Page, Not Including Attachments

8/12/2025

NOTICE TO ALL POTENTIAL BIDDERS
The Bid Documents and Specifications are modified as set forth in this addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents and Specifications. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. **Include a copy of this addendum (NOT INCLUDING ATTACHMENTS) with your Bid Proposal Package.**

Bidders are advised that the contract documents and specifications for the above-referenced contract are hereby amended in the following manner and the following manner only.

NOTE 1 – PROPOSAL DUE DATE EXTENSION

The proposal response is **now due on Wednesday, August 20, 2025, at 3:00 p.m. local time**, at 420 S. Imperial Avenue, Imperial, CA 92251. *Proposals that are received before the new due date will be held unopened until the opening date and time.*

Proposals will be opened on August 20, 2025, at 3:05 p.m. and read aloud at said location.

NOTE 2 – ADDENDUM NO. 4 SUBMITTAL

If bidders have already sent out proposals, please ensure that Addendum No. 4 is sent in a separate, sealed envelope and clearly marked to be attached to your original proposal upon receipt. Please note that Addendum No. 4 must be received by the overall proposal deadline date and time in order to be considered.

David Dale

Date: 8/12/25

David Dale, PE. PLS
Public Services Director

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum. This Addendum must be attached to the bidder's proposal.

Acknowledgement and Acceptance of Addendum No. 4

License No. 807953

Print or Type Company Name: Downstream Services Inc.

Print or Type Authorized Name: Loren Wynne

Authorized Signature of Contractor:

Date Signed: 08/20/2025

F. Proposed Pricing

EXHIBIT C - PRICE PROPOSAL FORM (ADDENDUM #2)
7/30/25

2025 CITY OF IMPERIAL SEWER SYSTEM CCTV VIDEO INSPECTION AND CLEANING PROJECT
BID NUMBER 2025-08

Item No.	Description	Units	Estimated Quantity	Unit Price	Total Estimated Item Price
1	Cleaning and CCTV inspection of designated 8-inch gravity sewer mains, including traffic control	LF	56,000	$ 2.36	$ 132,160.00
2	Cleaning and CCTV inspection of designated 12-inch gravity sewer mains, including traffic control	LF	1,500	$ 2.76	$ 4,140.00
3	Cleaning and CCTV inspection of designated 21-inch gravity sewer mains, including traffic control	LF	3,800	$ 2.78	$ 10,564.00
4	Cleaning and CCTV inspection of designated 24-inch gravity sewer mains, including traffic control	LF	3,800	$ 2.78	$ 10,564.00
6	Cleaning and inspection of all the City's manholes (all sizes and types), including traffic control	EA	1,700	$ 67.75	$ 115,175.00

Total Amount for All Items in Numerals (Assuming Stated Unit Quantities): $ 272,603.00

Total Amount for All Items in Words (Assuming Stated Unit Quantities):

Two hundred seventy-two thousand six hundred three dollars and zero cents

Note: The Unit Quantities set forth above are best estimates; the actual Unit Quantities may differ. Payment will be based on the Unit Prices for actual linear feet of sewer mains inspected and the actual number of manholes inspected.

CONTRACTOR shall notify and obtain approval of CITY prior to performing Services with respect to any Item in excess of the estimated Unit Quantity for such Item. Upon receipt of written authorization from CITY's City Manager or his or her designee, CONTRACTOR agrees to provide Services at the Unit Prices set forth above with respect to up to one hundred twenty percent (120%) of the Unit Quantity set forth above for any Item.

G. References, Related Experience, and Examples of Work

References

Project Name	**Bid Pck 7 Manhole Inspections**
Owner (Name, Address, Email, Phone)	Jurupa Community Services District 11202 Harrel St., Mira Loma, CA 91752 Ashish Marwah amarwah@jcsd.us 951-685-7474
Prime Contractor (Name Address, Email, Phone)	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Inspection of approximately 3,693 Manholes
Initial Contract Price	$535,601.00
Final Contract Price	$535,601.00
Original Scheduled Completion Date	04/2023
Actual Completion Date	06/2023
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

Project Name	**City of Poway MACP Inspections**
Owner (Name, Address, Email, Phone)	Hoch Consulting 804 Pier View Way Suite #100 Oceanside, CA 92054 Stuart Kuhn skuhn@hochconsulting.com 951-664-0614
Prime Contractor (Name Address, Email, Phone)	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Includes performing 360-degree Level 2 MACP CCTV inspections of 130 manholes as per the list provided by the client for the City of Poway
Initial Contract Price	$49,816.00
Final Contract Price	$49,816.00
Original Scheduled Completion Date	05/2025
Actual Completion Date	03/2025
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

Project Name	**Glendale CCTV and Cleaning – Phase 1**
Owner (Name, Address, Email, Phone)	City of Glendale Roy Rodriguez 541 West Chevy Chase Drive Glendale, CA 91204 818-550-3413
Prime Contractor	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Cleaning and CCTV of approximately 500,000 LF of sewer lines. All inspections conducted per NASSCO PACP and MACP standards.
Initial Contract Price	$1,157,246.00
Final Contract Price	$1,151,564.18
Original Scheduled Completion Date	12/2022
Actual Completion Date	11/2022
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

Project Name	**Glendale CCTV and Cleaning – Phase 2**
Owner (Name, Address, Email, Phone)	City of Glendale Roy Rodriguez 541 West Chevy Chase Drive Glendale, CA 91204 818-550-3413
Prime Contractor	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Phase 2 of the City of Glendale cleaning and CCTV of approximately 871, 681 LF of sewer lines. All inspections conducted per NASSCO PACP and MACP standards.
Initial Contract Price	$2,768,975.00
Final Contract Price	$2,916,267.35
Original Scheduled Completion Date	06/2025
Actual Completion Date	06/2025
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

Project Name	**As Needed EPM CCTV YR 23/24**
Owner (Name, Address, Email, Phone)	City of San Diego 202 C St. San Diego, CA 92101 Christina Paddack 619-633-8892
Prime Contractor	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Multi-year contract to complete CCTV inspection of approximately 80 miles of sewer line. All CCTV inspections conducted per NASSCO PACP standards
Initial Contract Price	$510,469.66
Final Contract Price	$510,469.66
Original Scheduled Completion Date	10/2024
Actual Completion Date	10/2024
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

Project Name	**Storm Drain Pipe and Facility Inspection Services**
Owner (Name, Address, Email, Phone)	County of Orange Kris Ruiz 2301 N. Glassell St., Orange, CA 92865 kris.riuz@ocpw.ocgov.com 714-955-0346
Prime Contractor	Downstream Services, Inc.
Architect or Engineer	N/A
Project and/or Construction Manager	N/A
Scope of Work Performed	Provide services required for complete cleaning and on-call physical and/or CCTV storm drain, pipe and facility inspection services for existing and new storm drain. All inspection conducted per NASSCO-PACP standards.
Initial Contract Price	$3,000,000.00
Final Contract Price	$2,618,956.38
Original Scheduled Completion Date	01/2024
Actual Completion Date	01/2024
Time Extensions Granted	N/A
Number of Stop Notices or Mechanics Liens Filed	N/A
Amount of Liquidated Damages Assessed	N/A
Nature and Resolution of Project Related Claims, Lawsuits, Mediation, or Arbitration Involving Bidder	N/A

H. A Sample Report & I. A Sample Video Picture Quality

Please use the following link or scan the QR Code to access our sample report and sample video picture quality:

Sample Report/Video

OR

SCAN ME

J. A Sample Geographic Information System (GIS) compatible file

Please use the following link or scan the QR Code to access our sample ArcGIS data:

Sample ArcGIS data

OR

SCAN ME

GRIT.INTEGRITY.EXPER TISE.FAMILY.

2855 Progress Place
Escondido CA 92029

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Local 760.746.2544
Fax 760.746.2667

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DOWNSTREAMSERVICES.COM

DownStream
Services, Inc.

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CITY OF IMPERIAL

REQUEST FOR PROPOSALS

2025 CITY OF IMPERIAL MANHOLE AND GRAVITY SEWER COLLECTION SYSTEM CCTV VIDEO INSPECTION AND INVENTORY

Bid Number 2025-08

July 2025

Important Dates:

Non-Mandatory Pre-Proposal Meeting:	July 30, 2025, at 10:00 a.m.
Proposal Due Date:	August 13, 2025, at 3:00 p.m. P.S.T.
Award of Agreement:	September 3, 2025
Projected Start Date:	October 6, 2025
Projected Completion Date:	February 9, 2026

Contact:

David Dale, P.E., Public Services Director
City of Imperial
420 S. Imperial Ave
Imperial, CA 92251
(760) 355-3336
ddale@imperial.ca.us

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I. INTRODUCTION.

The City of Imperial ("City") is requesting Proposals from qualified firms ("Contractor" or "Proposer") to assist the City in its 2025 Manhole and Gravity Sewer Collection System CCTV Video Inspection ("Project").

A. Background.

The City of Imperial, California (the "City", "Imperial") is located in the heart of most urbanized portions of Imperial County, California, between the cities of Brawley (to the North) and El Centro (to the South). Imperial was created by the Imperial Land Company and was named by George Chaffey. The city was plotted in 1902 for home and commercial businesses. Over the years, it became the location for the home of the Imperial Irrigation District (IID), the California Mid-Winter Fair, and the Imperial County Airport (IPL). The City of Imperial was incorporated on July 12, 1904. It is a General Law City that operates under a Council-Manager form of government. The City of Imperial is committed to promoting and providing for its citizens' and business community's safety, health, and welfare. The population of the City of Imperial, as of January 2024, is 22,141 (CA Department of Finance). Imperial is a full-service city and encompasses an area of 6.29 square miles.

The city supplies sanitary sewer services and maintains approximately 90 miles of gravity sewer lines that transport 1.5 million gallons daily to treatment facilities for its residents.

B. Purpose of the Request.

The city desires to obtain the services of a Contractor to perform a manhole inspection and a closed-caption television (CCTV) video inspection of 12.0 miles of the city's gravity sewer mains in the older part of the city. The city will clean its gravity sewer lines before the inspection. The Contractor will temporarily plug the sewer pipes for the inspection. The Contractor will provide the full range of services, including video inspection of sewer and manholes, and will provide a report describing the condition of the City's sewer facilities. The contractor will report the size and material type of the pipes in each manhole and provide measurements (in feet to the nearest hundredth) from the top of the manhole to each invert. There are approximately 1,700 sewer manholes to be inspected.

II. SCOPE OF SERVICES.

The attached Exhibit A contains a list of significant work tasks that should be accomplished as part of the scope of work. Proposers are asked to define the approach, scope of work, and methodology used to achieve the objectives presented in this RFP. Proposers should include a refined scope of work by developing a detailed description of all project tasks and any proposed changes, additions, or recommendations. The description of each project task should include a specification of the task itself, the methodology or analytical process, scheduling, personnel, and costs. If you have any questions, please contact: David Dale, Public Services Director at ddale@imperial.ca.gov

III. PROPOSAL FORMAT.

All proposals shall include the following minimum information:

A. Approach.

A short discussion of the intended approach to the Project that demonstrates the proposer's understanding of the issues and tasks and the proposer's ability to address them.

B. Description of Firm, Management, and Team Members.

A description of the proposer, its proposed team, and a work plan identifying the personnel assigned to each task. The proposer's description should identify who will be the project manager and the day-to-day contact person for the job. The proposal must identify the legal name, address, telephone number, and primary contact for each business entity providing services for the Project. The proposal shall expressly indicate if it is a joint proposal by more than one business entity. If a proposer intends to subcontract any of the work for the Project, the proposal shall identify and describe the qualifications of each subcontractor proposed to be used. The proposer(s) shall demonstrate that each business entity proposed to provide work for the Project is authorized to do business in the State of California and the City of Imperial. For any business entity organized as a corporation, limited liability company, or other entity under the laws of another state, the proposal shall include evidence that such business entity is properly registered with the California Secretary of State.

C. Qualifications.

Provide an outline of the proposer's qualifications indicating a minimum of five years of relevant background experience and capabilities for this Project. A list of significant projects, both ongoing and planned, to which the proposer is committed during the time frame of this Project should also be provided. Include the staff resources devoted to those projects and the status of the projects.

D. Scope of Work.

The proposal should describe each work task and explain how the proposer plans to approach it. It should also include steps to complete the tasks, including analytical methods and tools. Proposers must demonstrate that they understand the magnitude and importance of each individual task. Tasks should be organized into phases constituting measurable deliverables.

E. Proposed Project Schedule.

Time is of the essence for this Project. The proposal shall include a schedule to undertake and complete the work program. The project is anticipated to start by October 2025 and be completed by February 2026. The proposed schedule shall include a time period for completion of any cleaning and inspection of sewers and manholes over the estimated unit quantities stated herein. Failure to complete the Project on schedule will subject the Contractor to the payment of liquidated damages, as described in the Sample Agreement (Exhibit B).

F. Proposed Pricing.

All proposers must complete the Price Proposal Form included in Exhibit C. Proposers must indicate a unit price for each item listed in the Price Proposal Form. The unit price shall include all contractor costs to provide the services, as described in Exhibit A. Unit quantities listed are best estimates. The contractor will be compensated based on the actual unit quantities inspected. The stated unit prices shall apply to up to one hundred twenty percent (120%) of the unit quantity for any item. Unit Prices quoted must be binding for a minimum of 90 days and the term of the Agreement.

G. References, Related Experience, and Examples of Work.

Include client references with phone numbers for relevant work. Specify the client, location, proposer's members and participating individuals and roles on the team (principal, project director, etc.), type of work, implementation results or status, examples of work, and other relevant information as needed.

H. A Sample Report

Include a sample report and high-resolution photos for a segment of a sewer main indicating the location of all laterals and connections encountered, the location of any breaks, obstructions, offsets, high points, sags, or other major defects.

Also include a sample report and high-resolution photos for a manhole indicating the location of sewer main connections, the location of any breaks, obstructions, or other significant defects, and the condition of the manholes.

I. A Sample Video Picture Quality

To establish criteria for maintaining video picture quality throughout the Project, the Contractor shall furnish a thumb drive of a previous sewer inspection that meets the quality specifications. This thumb drive shall become the property of the City and will be used as a standard to judge the acceptability of video inspections produced on this Project.

I. A Sample Geographic Information System (GIS) compatible file

Include a sample GIS file that includes the location of sewer mains, laterals and connections encountered, the location of any breaks, obstructions, offsets, high points, sags, or other major defects.

The GIS file should include the location of manholes indicating the location of sewer main connections, the location of any breaks, obstructions, or other significant defects, and the condition of the manholes and how you link high resolution photos or video files to the GIS feature class.

For all feature classes include a data dictionary that describes each field, all the attributes that are typically captured and their possible choice values. Also, indicate which fields are mandatory and which fields are optional and if custom fields are allowed.

Also, as defined in the PACP guidelines, the location of all laterals and defects, shall be documented. Indicate in the proposal how segments of sewer line including laterals, connection points, defects, or manholes that are not in the GIS file provided by the city are handled.

IV. APPLICABLE LAWS AND PREVAILING WAGES.

A. Laws To Be Observed.

The Contractor shall keep itself fully informed of all existing and future federal, state, and local laws which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the Project.

B. Prevailing Wages.

The city has determined that the Project requires work of labor categories that are subject to Prevailing Wage Laws identified in the State of California Labor Code. The selected Contractor shall be aware of the requirements of California Labor Code sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" projects. Specific requirements of the Prevailing Wage laws that the Contractor will be expected to comply with are listed in the proposed Agreement in Exhibit "B"

C. Licensing.

Before submitting proposals, proposers shall be licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professional Code of the State of California.

V. SELECTION PROCESS.

A. Evaluation.

The assigned staff will evaluate all proposals received by the due date. Based on this evaluation, the Public Services Director will make a recommendation to the City Council. Only information received in response to the RFP or via any subsequent interview will be evaluated. The City will evaluate each proposer's responses in several critical areas. Selected proposers may be invited to an oral interview.

B. Selection Criteria.

The city will select the most qualified proposal based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below:

1. Per Unit Pricing and Cost.

2. Ability of the proposer to design an approach and work plan to meet the project requirements, which will include an assessment of the overall quality of the proposal. Qualities and indicators that will receive consideration include:

    - The proposer's performance in converting the Scope of Services into a work plan;
    - The detail and clarity of the discussion as to the proposer's approach to undertaking the Project;
    - The proposer's performance in identifying any special problems or concerns that may be associated with the Project and preliminary ideas about how these obstacles should be addressed;

- The inclusion of any unique approaches that are designed to save time and money or increase the benefits or effectiveness of the proposed work; and
- The demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations related to the Project.

3. The Proposer's ability to carry out and manage the Project, including an assessment of the Proposer's general experience. Qualities and indicators that will receive consideration include:

   - The number and types of projects the proposer or its employees have completed;
   - The variety of projects completed and a demonstration of the proposer's ability to undertake this Project;
   - The general level of experience in the areas of supervision, observing, and monitoring projects;
   - The proposer's ability to realize timetables and quality control objectives, and the demonstrated ability to complete projects under the proposer's direction.

4. Capabilities of the proposer and/or its proposed team, which includes an assessment of the capabilities of the proposer and individuals that will be engaged in the Project. Qualities and indicators that will receive consideration include:

   - What professionals will be doing/working on each task;
   - The various professional, technical, and educational achievements and registrations of each firm and individual involved;
   - The applicable experience of the proposed assigned staff and the specific experience gained on similar projects.

5. The current workload of the proposer, including an assessment of the perceived ability of the proposer to devote the necessary human resources and management attention to the Project. Qualities and indicators that will receive consideration include:

   - The number and size of the projects presently being performed by the proposer and the assigned staff;
   - The status of existing projects;
   - The past ability of the proposer to deliver projects on a timely basis;
   - The nature of existing projects that are behind schedule or past the completion date.

6. Proximity of the proposer to the Project site. The application of this criteria will include an assessment of the following:

- The proposer's geographic proximity to the Project site;
- The location of the office from which the Project will be administered;
- The perceived response time and general availability of the proposer's management to be on-site;
- The perceived effect that Project management location will have on price and the ability of the Project to be expedited on a timely basis; and
- The availability of special travel or communication plans that would effectively mitigate difficulties associated with location.

7. Willingness to comply with the proposed Agreement terms. A sample Agreement is attached in Exhibit B. Proposals will be rated based on the exceptions taken to the proposed Agreement.

C. Proposed Selection and Project Schedule.

Non-Mandatory Pre-Proposal Meeting:	July 30, 2025, at 10:00 a.m.
Proposal Due Date:	August 13, 2025, at 3:00 p.m. P.S.T.
Award of Agreement:	September 3, 2025
Projected Start Date:	October 6, 2025
Projected Completion Date:	February 9, 2026

D. Award of Contract.

It is anticipated that any award of an agreement for services will be made by the City Council at its September 3, 2025 regular meeting.

VI. PROPOSAL DUE DATE AND DELIVERY

Proposals shall be prepared according to the instructions contained in this RFP, including any addenda hereto published by the City. Proposals must be delivered by email at:

jguerrero@imperial.ca.gov

Jenell Guerrero
420 S. Imperial Ave.
Imperial, CA 92251

On or before August 13, 2025 at 3:00 p.m., P.S.T

Proposals will not be accepted after this time.

VII. GENERAL CONDITIONS OF THE RFP.

A. General Conditions.

The City reserves the right to cancel or reject all or a portion or portions of the RFP without notice. Further, the City makes no representations that it will enter into an Agreement with any proposer submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional proposals and to reject the proposal of any proposer that the City believes would not be in the best interest to hire. The City also reserves the right to reject any subcontractor or individual working on a proposed team and to replace them with a mutually acceptable replacement.

Upon receipt by the City, proposals are considered a public record and subject to disclosure under the Public Records Act, including within such information, without limitation, personal identification information such as social security numbers, bank account numbers, and driver's license numbers. Further, after the award of the Contract by the City, whether or not a proposer is the successful Contractor, all material in proposals received by the City shall be subject to the right of the public to inspect and obtain copies. The City shall retain all proposals submitted in response to this RFP for as long as the City is required to do so under the law.

In submitting a proposal, each proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and officials involved in the selection process and to any outside consultant or other third parties hired or appointed by the City to assist in the evaluation process.

Each proposer may designate specified information as a trade secret and confidential and agrees to indemnify and hold harmless the City and each of its officers, employees, and agents from all liability, damages, and expenses, including reasonable attorneys' fees, incurred by any of them in connection with the City's refusal to disclose any material that the proposer has so designated. Any Consultant designating its entire proposal as a trade secret will be disqualified.

Any changes to the proposal requirements will be made by written addendum.

The City reserves the right to waive any and all defects or informalities in any proposal. It

shall be the responsibility of each proposer before submitting a proposal:

- To examine thoroughly the requirements of this RFP;
- To visit the City to become familiar with and satisfy the proposer as to the general, local, and site conditions and obtain any additional or supplementary examinations, investigations, explorations, tests, or other studies concerning conditions at the City;
- To study and carefully correlate the proposer's knowledge with this RFP and such other related data; and

- To promptly notify the City of all conflicts, errors, ambiguities, or discrepancies that the proposer has discovered in this RFP.

B. Liability of Costs and Responsibility.

The City assumes no liability for any cost incurred by proposers responding to this RFP or in responding to any further requests for interviews or additional information before the issuance of the Contract. All costs shall be borne by the person or firm responding to the request. Proposers responding to the request shall hold the City harmless from any liability, claim, or expense incurred by or on behalf of that person or firm. All submitted material becomes the property of the City.

The selected Contractor will be required to assume responsibility for all services offered in the proposal, whether or not they possess them within their firm. The Contractor will be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the Contract.

C. Validity.

Proposers agree to be bound by their proposals for ninety (90) days commencing on August 13, 2025. During this time, the city may request clarification or correction of the proposal for evaluation. Amendments or clarifications shall not affect the remainder of the proposal but only that portion amended or clarified.

D. Standard Agreement Terms.

The selected Contractor will be required to enter into the City's standard Agreement, a copy of which has been provided in Exhibit B. Each proposer shall assume that the execution of this Agreement, without changes, will be a required condition unless proposed modifications are requested at the time of submittal of the proposal and then accepted by the City. If a proposer wishes to take exception to any of the terms and conditions contained in the Agreement, these should be explicitly identified; otherwise, it will be assumed that the proposer is willing to enter into the Agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered strictly comply with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process, which may constitute grounds for rejection of the proposal. The City will not execute the Agreement without first signing it with the proposer.

E. Permits.

The Contractor and all of its subcontractors, at its and/or their sole expense, shall obtain and maintain all appropriate permits required in connection with the performance of the Project during the term of the Agreement.

The required permits include:

1. Traffic control plans
2. A business license is required from the City of Imperial
3. The Contractor shall provide the necessary water for this task. The Contractor shall obtain a temporary water meter from the City of Imperial or make necessary water provisions for this Project. Use of the property owner's water for sewer cleaning is not permitted.
4. A Confined Space Permit is required to enter any City's manholes.
5. Any other permit the local agency and jurisdiction require.

F. Licenses and Certificates.

The Contractor and all of its subcontractors, at its and/or their sole expense, shall obtain and maintain during the term of the Contract all appropriate licenses and certificates required in connection with the performance of the Project.

The required Licenses and Certificates include:

1. NASSCO's Pipeline Assessment Certification Program (PACP) and Manhole Assessment Certification Program (MACP) are the trusted sources for proper and consistent assessment condition coding of pipelines and manholes.
2. General contractor license A, C36, or C42.
3. Any other Licenses and Certificates required by the local agency and the local jurisdiction.

G. Oral and Written Explanations.

Oral explanations or instructions given during the review process or after the award do not bind the city. They become binding when confirmed in writing by an authorized City official.

Written responses to question(s) asked by one proposer will be provided to all proposers who received the Request for Proposals.

H. Proposer's Representative.

The person signing the proposal must be a legal representative of the firm authorized to bind the proposer to an agreement in the event of the award.

I. Insurance.

General Liability, Automobile, and Worker's compensation insurance are required in the amount outlined in the attached sample Contract.

J. Bonds.

The Contractor shall furnish the following bonds in a form and from a bonding company acceptable to the City's General Counsel:

- Faithful Performance: A bond in the amount of 100% of the total contract price guaranteeing the faithful performance of this Agreement and

- Labor and Materials: A bond for labor and materials in the amount of 100% of the total contract price.

VIII. Exhibits.

A. Scope of Work
B. Sample Agreement
C. Price Proposal Form
D. Main Sewer Line and Manhole Location Maps

EXHIBIT A - SCOPE OF WORK

A. General Procedures.

The Contractor shall perform CCTV inspections of sewer mains and manholes within the City's sewer system, including capturing or verifying key asset attributes. Using the GIS map provided by the City, the Contractor shall identify and document any unmapped sewer mains and manholes within the designated project area. All newly identified assets shall be included in the scope of inspection. The project is expected to include approximately 12 miles of sewer main inspections and the cleaning and inspection of 1,700 manholes. City staff will clean the sewer main pipelines prior to the inspection; the contractor will be responsible for plugging the pipes for the inspection.

The Contractor shall assess and classify all maintenance and structural defects in accordance with NASSCO's PACP and MACP rating systems. Additionally, the Contractor shall identify and document all red flag areas, lateral connection locations, and the precise locations of observed defects within the sewer mains.

All inspection, events, and inventory data, including video, condition assessments, newly identified assets, and defect locations, shall be delivered in a GIS-compatible format suitable for integration into the City's enterprise GIS. GIS deliverables shall include georeferenced asset locations, attribute updates, PACP and MACP codes, and any newly mapped features with appropriate metadata. Final deliverables must be reviewed and accepted by City staff prior to project closeout.

The Contractor shall comply with the detailed CCTV Inspection requirements below. The scope of work includes, but is not limited to, the following:

1. Sewer Main Video Inspection.

Sewer main video inspection shall include producing and logging of the sewer main video inspection as specified in the following paragraphs.

All pipeline inspections shall be conducted using the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) Standards and NASSCO-certified software. All CCTV operators shall be certified through the NASSCO program.

The Contractor shall utilize the City's GIS to pre-populate the session data. Pipe and Manhole IDs shall be used for each section of pipe. The contractor shall provide a file geodatabase or shapefile with the following feature classes:

1. SewerInspection

The line feature class SewerInspection should contain the following fields to be populated with field verified data found during the inspection along with any other industry standard fields:

Note: If pipe size or any other attribute is prepopulated, then pipe size and other pre-populated attributes must be verified. If pipe size is blank or Null value, then verify and update pipe size along with other critical attributes.

- Contract No.
- Inspection Date
- Inspection Time (Can include date and time in one field)
- Contractor name
- Contractor number
- Surveyor's name
- Street name
- Pipe ID
- Upstream manhole ID
- Downstream manhole ID
- Inspection direction
- Pipe size
- Pipe materialInvert Pipe Elevation (in relation to top of lid of manhole in hundredths of inch)
- Photo link
- Video link
- Audio link (unless it's part of video)
- Red Flag Condition (Choice values)
- PACP Structural Grade
- PACP O&M Grade
- Recommendation Structural (See choices below:)
    - No action needed
    - Monitor
    - Minor repair
    - Rehabilitation
    - Replacement
    - Immediate Emergency Response
- Recommendation O&M (See choices below:)
    - No action needed
    - Monitor
    - Cleaning
    - Root remediation
- Comments

2. SewerLineObservations

The point feature class SewerLineObservations should contain the following fields to be populated with field-verified data found during the inspection, along with any other industry standard fields:

- Contract No.

- Inspection Date
- Inspection Time (Can include date and time in one field)
- Contractor name
- Contractor number
- Surveyor's name
- Street name
- Pipe ID
- NASSCO Defect Code
- Observation Type (Minimum choice values below)
    - Defect
    - Connection Point
    - Red Flag
    - Roots
- Defect type (choice values preferred)
- Defect Description
- Connection point size
- Connection point material
- Photo link
- Video link
- Audio link (unless it's part of video)
- Comments

3. ManholeInspection

The point feature class ManholeInspection should contain the following fields to be populated with field verified data found during the inspection along with any other industry standard fields:

- Contract No.
- Inspection Date
- Inspection Time (Can include date and time in one field)
- Contractor name
- Contractor number
- Surveyor's name
- Street name
- Manhole ID (Primary Key)
- Upstream manhole ID
- Downstream manhole ID
- Lid type
- Lid casing material
- Interior lining material
- Base material
- Photo link
- Video link

- Audio link (unless it's part of a video)
- MACP Structural Grade
- MACP O&M Grade
- Recommendation Structural (See choices below:)
    - No action needed
    - Monitor
    - Minor repair
    - Rehabilitation
    - Replacement
    - Immediate Emergency Response
- Recommendation O&M (See choices below:)
    - No action needed
    - Monitor
    - Cleaning
    - Root remediation
- Comments

4. ManholeObservation table

   The ManholeObservation table should be a related table that is tied with the primary key of the ManholeInspection feature class and foreign key of the ManholeObservation table. The related table should define each observation found in a manhole and should contain the following fields to be populated with field verified data found during the inspection along with any other industry standard fields:

   - Inspection Date
   - Inspection Time (Can include date and time in one field)
   - Surveyor's name
   - Manhole ID Inspection (Foreign Key)
   - NASSCO Defect Code
   - Defect type (choice values preferred)
   - Defect Code Plain Text (Defect code in plain text)
   - Defect SubType (if too many defect types exist, contractor should narrow the defect classifications types down to 5-7 and add all the defect types into a sub type or sub category)
   - Photo link
   - Video link
   - Audio link (unless it's part of video)
   - Comments

The location of all laterals and defects, as defined in the PACP guidelines, shall be documented. The recorded digital files shall include a narrative description of all observations made by the observer and shall be included in the log.

The initial text screen for each pipe reach shall be identified with text and voice recording, including the following:

1. City of Imperial and Contract No.
2. Date
3. Time
4. Contractor's name and number
5. Surveyor's name
6. Street name
7. Pipe ID
8. Upstream manhole ID
9. Downstream manhole ID
10. Inspection direction
11. Pipe size
12. Pipe shape
13. Pipe material

During the CCTV inspection, the running screen shall show the running footage and the following text:

1. CITY OF IMPERIAL
2. Upstream Manhole ID
3. Downstream Manhole ID
4. Inspection Direction
5. Street Location
6. Pipe Size
7. Pipe Material
8. Date
9. Time

The Contractor shall use a color pan and tilt camera or a side wall scanning (panoramic) camera specifically designed and constructed for sewer inspection. Each sewer to be televised shall be suitably isolated to control flow during the inspection. The Contractor shall provide a recording of the televised sewer inspection, locating each sewer service connection entering the sewer.

Lighting for the pan and tilt camera or side wall scanning camera shall provide a clear picture of the entire periphery of the existing sewer.

The pan and tilt camera shall pause, pan, and visually inspect all service connections, pipe ends, and maintenance or structural defects. If utilizing a camera with side wall scanning capabilities, pausing and panning of each lateral is not necessary during the inspection if the image clearly depicts the inside of the lateral for post-processing. If a blockage cannot be removed and hampers the televising of the sewer in one direction, then the Contractor shall attempt to complete the

section by televising from the other manhole to complete the section; this reversal should immediately follow the initial direction. The Contractor must immediately report the obstruction to the City.

Sidewall scanning inspection systems are imaging cameras that are capable of a continuous 360-degree image capture of the wall of the pipeline being inspected. These systems may have one or multiple cameras to capture the complete interior view of the pipeline. Due to the high resolution of the image quality, the inspections may be conducted at a higher speed than the color pan and tilt CCTV method. Once the pipeline inspections are completed, the captured images can be linked with a companion software package that allows for identifying and coding defects and features in the pipeline. Typically, these systems provide a fold-flat view and a perspective view (typical of CCTV) of the pipeline.

If the image quality is not adequate for post-inspection coding, the Contractor shall be required to repeat the survey at the Contractor's expense.

The Contractor shall perform all CCTV inspections in accordance with NASSCO's Pipeline Assessment Certification Program (PACP). CCTV inspections will be delivered entirely in electronic format. The entire survey shall be recorded in an approved electronic format and submitted with electronic links between the data and the video. All television inspection reports shall be within +/- two (2) feet of the measured linear footage between manholes along the existing sewer centerline from the start of the pipe to the end of the pipe. All City and PACP required header information must be fully and accurately entered on all CCTV reports. Work not following these specifications may be rejected for payment, and the Contractor may be required to redo the work.

The Contractor shall provide a PACP certified operator on site at all times during the entire survey. If video is to be coded separately from the actual recording, both the onsite Operator and the individual performing the PACP coding shall be PACP certified. The Contractor shall provide proof of certification prior to commencement of work, prior to a change in personnel involved in data collection, and as requested by the City.

The Contractor will document and perform an above-ground survey of each manhole, recording along the alignment of the interceptor and surface cover, and a still photo of the exterior of the manhole and surrounding area. The camera will start at the manhole rim in line with the largest diameter outgoing pipe, rotating the camera clockwise until a 360-degree panorama is complete. The camera shall be moved through the line at a moderate rate, stopping when necessary to permit proper documentation of the condition of the sewer line, manhole, lateral wyes and lateral location. In no event will the television camera be pulled at a speed greater than 30 feet per minute. Manual winches, power winches, TV cable, and power rewinds, or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer line conditions shall be used to move the camera through the sewer line. If, during the inspection operation, the television camera will not pass through the entire sewer, the Contractor shall set up its equipment so that the inspection can be performed from the opposing manhole.

When manually operated winches are used to pull the television camera through the line, telephones or other suitable means of communication shall be set up between the two manholes of

the section being inspected to insure good communications between members of the crew.

The importance of accurate distance measurements is emphasized. Measurement for location of defects shall be made by means of a camera-mounted transmitter and aboveground receiver. Marking on the cable, which requires interpolation for depth of the manhole, will not be permitted.

To establish criteria for video picture quality to be maintained throughout the Project, the Contractor shall furnish a thumb drive of a previous sewer inspection that meets these specifications for quality. This thumb drive shall become the property of the City. It will be used as a standard to judge the acceptability of video inspections produced on this Project.

The audio portion of the inspection report, recorded at the time of inspection, shall be intelligible in its entirety. The information contained in the audio recording shall include (1) the location of the sewer, (2) the location of the manholes involved, (3) the direction of travel, (4) a description of conditions in the sewer as they are encountered, and (5) the location and entrance condition of service laterals.

Any Red Flag Conditions shall be reported immediately to the City. Red Flag Conditions are things such as root ball or other large obstruction blocking flow path, large hole in pipe or other defect that could lead to a collapsed pipe, collapsed pipes, large offset joint where sewage may be leaving the system, etc.

Any assessments that cannot be inspected from manhole to manhole shall be listed as MSA – Survey Abandoned. If the reason for the MSA is not a cause for a Red Flag Condition, it shall be noted in the inspection report and conveyed to the City. If possible, the Reverse Run shall be completed from the opposite manhole. If the camera fails to reach the same point in the pipe where the initially discovered obstruction is located, the inspection of this reach shall be considered complete and flagged. It should be noted that inspection of the entire sewer reach could not be completed.

If a manhole not listed in the database is found, a new inspection shall be started. The added structures and inspections shall be noted and the missing manhole should be added to the proper ManholeInspection feature class in GIS by the contractor.

If a sewer main is not listed in the database is found, a new inspection shall be started. The added structures and inspections shall be noted and the missing sewer main should be added to the proper SewerInspection feature class in GIS by the contractor.

2. Manhole Inspection.

Manholes shall be inspected in accordance with the NASSCO standards. The Contractor shall determine the maintenance and structural deficiencies of the manholes in accordance with the MACP rating system.

The contractor shall measure and report the size and material of each pipeline in the manhole. Measurements shall be taken from the top of the manhole to the invert of each pipe documented

in the report and in the GIS feature classes and tables and reported to the city.

B. Order of Work.

The Contractor shall coordinate its work with all other workers or utility companies working in the work area designated for CCTV inspection.

Sewer video inspection of each segment of a sewer main shall be done a maximum of one week after the cleaning of that segment (the City to clean the pipeline segments). If the video inspection of the sewer line is not done within the next week after the cleaning day, new line cleaning shall be performed for the same segment by the contractor at no extra cost to the City before the video inspection.

C. Sewer Mains and Manholes to be Inspected.

All sewer mains and manholes shall be visually inspected using CCTV and video. The inspections shall be done one sewer section at a time. Flows shall be controlled as specified herein while the inspection work is in progress. Sewer line and manhole location maps will be provided only upon request to the City. The city's maps are not guaranteed to be 100% accurate.

D. Submittals.

1. The Contractor shall deliver monthly video inspections and logs on a thumb drive or external hard drive concurrent with the submission of an invoice.

2. The Contractor shall furnish one color video recording, with the target, for each section of the sewer inspected and JPEG files of all photographs taken during the inspection. The videos shall show the date the work was performed and the location of the entry manhole. Videos shall indicate cumulative footage from the entry manhole, as verified by the camera-mounted transmitter and receiver. Video recordings shall be included in the monthly report.

   The video files shall be in standard MPEG/JPEG format. If the City approves a different electronic file format to allow for a higher-resolution video or photo file, the Contractor shall also deliver a "viewer" program and support for the software used.

3. The Contractor shall furnish a report and high-resolution photos for every section of the sewer mains indicating the location of all laterals and connections encountered, the location of any breaks, obstructions, offsets, high points, sags, or other major defects, and the condition of manholes. All reports shall be neatly typed. Photos, thumb drives, hard drives, reports, and all related work shall be included in various items and shall not be considered for additional payment.

4. The Contractor shall deliver an external hard drive that contains comprehensive NASSCO Data, including the following:

a) Standard PACP Exchange database;
b) An ESRI GIS file geodatabase with the feature classes, tables, and fields, and choice values described in EXHIBIT A, Sections A and A.1. The file shall be provided using NAD 1983 State Plane California VI FIPS 0406 (US Feet) coordinate system;
c) All video inspections and photographs;
d) Plots of each pipe inspected with the defects shown with distance in the pipe;
e) Observation reports with images;
f) List of all Red Flag Conditions found in the system;
g) List of all incomplete inspections with reasons for not completing them;
h) List of all areas where roots were removed;
i) Copy of the "viewer" program in support of the software used;
j) The final report of the sewer system.

E. Safety.

The Contractor shall have a documented safety program in place that meets all applicable occupational safety and health standards, rules, regulations, and orders established by the State of California. The Site Safety Plan and all related work shall be included in various items and shall not be considered for additional payment. This document shall be submitted to the City before the beginning of the project.

F. Experience.

The Contractor shall have at least five years' experience in the television inspection of sanitary sewers. The thumb drive and/or video files shall be reviewed by someone with a minimum of five years of experience in evaluating and repairing problems in sanitary sewer mains.

G. Flow Control.

When the sewer line's flow depth at the upstream manhole of the section being inspected is above the maximum allowable depth shown below, the flow shall be reduced by operating pump stations, plugging or blocking the flow, or pumping and bypassing the flow. Reducing the flow depth and all related work shall be included in various items and shall not be considered for additional payment.

1. Allowable Depth of Flow.

When performing CCTV inspection, the flow depth shall not exceed 5% of the pipe diameter or the depth where the camera is not submerged, whichever is smaller, as measured in the manhole.

2. Plugging or Blocking and Pumping.

During video inspection, flow shall be reduced to the limits specified herein. When sewer flow control is required, the Contractor shall furnish, install, and operate pumps, plugs, conduits, and other equipment to divert the flow of sewage around the pipeline reach where work is to be performed.

A sewer plug shall be designed to release all or any portion of the sewage. A tagline shall be provided for the plug, which shall be inserted into the line upstream of the section being inspected.

The pumping system (if necessary) shall be sufficient to handle the existing flow plus additional flow that may occur during a rainstorm. If pumping is required on a 24-hour basis, engines shall be equipped to keep noise to a minimum. Standby pumps shall be provided as needed. The Contractor shall do pumping so that it will not damage public or private property or create a nuisance or health menace. The pumped sewage shall be in an enclosed hose or pipe and reinserted into the sanitary sewer system.

Sewage shall not be allowed to flow in gutters, streets, over sidewalks, etc., nor shall it be allowed to flow into the storm inlets or conduits. After the work has been completed, the flow shall be restored to normal.

Plugging or blocking and all related work shall be included in various items and shall not be considered for additional payment.

3. Flow Control Precautions.

When the flow in a sewer is plugged, blocked, or bypassed, precautions shall be taken to protect all sewers from damage that might result from sewer surcharging. Precautions shall also ensure that flow control operations do not cause flooding or damage to public or private property being served by the sewers involved. Sewer flow shall not be disrupted for any of the city's customers.

I. Measurement and Payment.

Payment for the work, as further specified herein, shall include all compensation to be received by the Contractor for furnishing all tools, equipment, supplies, and manufactured articles and for all labor, operations, mobilization, and incidentals appurtenant to the work being described, as necessary to complete the various items of the work specified, including Occupational Safety and Health Administration requirements for any item that is not specifically set forth in the proposal, and the costs therefor shall be included in the prices named in the various bid items for the work.

The following items of work will not be measured for payment, but the cost thereof will be included in the prices named in the various bid items for the work:

1. Data entry, computerized equipment, software, and hardware to submit the required electronic submittals.
2. Completion of all electronic forms.
3. Photographic equipment and supplies used to show sewer pipe and manhole defects.
4. Bypass pumping and flow control where required by the Contractor to perform his or her work.
5. Demobilization and mobilization.
6. Updates to the schedule as required by the City.
7. Right of entry to private property.
8. Dye testing of service connections in order to meet the CCTV specification.

Payment for maintenance of traffic and detour barriers and for conforming to all of the provisions of these specifications shall be considered to be included in the price for the various bid items for various items of work wherein maintenance or traffic and detours is required and no additional allowance will be made therefor.

In cases where the sewer is entirely cleaned and inspected manhole-to-manhole, payments for CCTV inspection of sewer mains will be based on the measured linear footage between manholes along the existing sewer centerline from manhole wall to manhole wall at the agreed-upon unit price.

All invoicing will be by sewer segment, and payment will be made when all punch list items and rework are completed for each Sewer Segment.

The payment for inspecting the City's manholes will be based on the inspection, photo, and video footage of each manhole at the agreed-upon unit price.

J. Contractor's CCTV Inspection Services Standard Operating Procedures.

To assure that all Project sewer pipes are thoroughly inspected and that a usable, quality product is delivered to the city, the Contractor is to follow the following standard operating procedures at all times during this Project. If any of the procedures and guidelines are unclear or ambiguous, the Contractor is to seek guidance from the city before proceeding.

1. CCTV Software.

The Contractor shall use a digital CCTV data acquisition software program for the collection of the CCTV data. If the program does not save the video file in standard MPEG format, the program shall include a "viewer" program, which allows concurrent viewing of the CCTV data and video. The aforementioned viewer program shall be provided to the City at no cost. CCTV observations shall be recorded using NAASCO PACP and MACP standards. CCTV reports shall be provided in PDF format.

2. City's Review of CCTV Submittals.

Concurrent to submitting a monthly invoice by the Contractor, the Contractor shall provide quality control of the submitted work product and submit copies of video, digital data, and image findings in a format specified by the City. The City will perform a Quality Assurance review and no payment shall be made for the submitted work until the City reviews and approves submitted videos and quantities of estimated linear foot of sewer line videotaped.

The City shall confirm or reject the condition assessment results submitted by the Contractor within two weeks of the submission. The city will return work in need of correction or rework to the Contractor on a bi-weekly basis.

The Contractor agrees to abide by the city's submission guidelines for electronic data, reports, and quality standards. The City Engineer's decision is final except in cases where all City guidelines are met and the interpretation of acceptance is subjective.

3. Approval Guidelines.

The City will base its review of the submitted work product upon the following submission guidelines:

a. All submittals rejected by the City shall not be considered for payment and shall be redone by the Contractor. All hardships or irregularities during video inspection must be thoroughly, clearly, and properly documented with photographs and comments for a pipe to be considered uninspectable.

b. The proper videotaping procedures are outlined below in the Videotaping Procedures and STOP locations section. All submittals with premature or improper STOP procedures will be rejected.

c. The clarity of the video inspection shall be in a quality wherein the City may visually confirm the pipe's condition with no obstruction or excessive wastewater flows. If the City cannot positively confirm the condition of the pipe due to poor video quality, pipe flow or obstruction, then the submittal may be rejected by the City if:

- The pipe was improperly cleaned, or exhaustion of approved cleaning methods was not properly documented.
- The pipe flow was not stopped or controlled as per the specifications.

4. Videotaping Procedures and "STOP" Locations.

Payment shall be at the unit price bid as noted in the specifications from the start manhole structure to the end manhole structure or from the start manhole to a STOP location.

All video inspections submitted by the Contractor shall proceed only as detailed by the specific situations outlined below:

a. 1st condition - Ideally, the video inspection shall proceed from the start manhole structure to the end manhole structure without obstruction, blockages, or interference from excessive wastewater flows. Inspections shall proceed from upstream to downstream unless access into the upstream structure is prevented or the inspection is a reverse setup.

b. 2nd condition - If a STOP location is encountered before reaching the end manhole structure, then:

1. All STOP locations shall be confirmed by video imaging from the start of the run (first manhole structure) to the point of the STOP causing event. Include appropriate observation coding and clear concise comments in the report documenting the reason for the STOP event.

2. Any STOP event shall be followed with a REVERSE SETUP from the opposite end of the line segment.

3. If the reverse video inspection can proceed from the end manhole structure to the point of the initial STOP causing event, then the video inspection shall be considered complete.

c. 3rd Condition - Proceeding from the REVERSE SETUP as outlined in the 2nd Condition above, if a second STOP location is found before reaching the initial STOP point during the cleaning procedure, its presence shall be confirmed by video imaging from the start of the REVERSE SETUP run to the point of the STOP causing event. Include appropriate observation coding and clear concise comments in the report documenting the reason for the STOP event.

5. No Payment and Rejection for Partially Completed Work.

The city will not pay and will reject partially completed work in the following situations:

a. Line cleaning and incomplete inspection work is submitted without a picture and thorough, clear, concise description of the STOP event.

b. A REVERSE SETUP and camera run is not attempted after a STOP is recorded and when access by the camera at the opposite end of the selected line segment is feasible.

1. Where REVERSE SETUPS are attempted but unsuccessful, thorough documentation with videos, pictures and comments must be provided in order for the area to be considered "Uninspectable".

2. In any instance where the feasibility or acceptability of a REVERSE SETUP or STOP event is in question, the Contractor shall contact the City, which shall make the final decision on such matters.

c. Excessive wastewater is present in the line as described in these specifications.

d. In any instance where the city rejects the work or if the City determines that the Contractor failed to follow the standard operating procedures.

K. Work Hours.

The Contractor must complete all work such that no homeowner is without sewer service unless otherwise directed by the city. Local noise ordinances or agencies controlling roadway closures may control starting or stopping operations. Before starting operations, the Contractor shall advise the City of the restrictions imposed by the local agencies.

The workdays are Monday to Friday, and the work hours are from 7 am to 7 pm. local time. Local restrictions imposed by the local agencies supersede the workdays and the work hours. No work will be allowed on weekends or holidays except at the discretion of the City.

L. Decrease/Increase in Service and Stop Work Due To Inclement Weather.

The unit quantities set forth in this Request for Proposals are best estimates, and the actual unit quantities may differ from those set forth in the Request for Proposals. This Request for Proposals and the ultimate Agreement do not guarantee a specific amount of work or lump sum payment. In the event the actual unit quantity for any item exceeds the unit quantity stated in the Request for Proposals, the Contractor will be required to notify and obtain approval of the City prior to proceeding to perform cleaning and inspection services with respect to such additional unit quantities. Upon receipt of written authorization from the City, the Contractor will be required to provide cleaning and inspection services at the agreed upon unit prices with respect to up to one hundred twenty percent (120%) of the unit quantity set forth in the Request for Proposals for any item.

The City further reserves the right to suspend or stop the performance of any or all of the work under the Agreement due to inclement weather conditions.

EXHIBIT B – SAMPLE CONTRACT

PROFESSIONAL SERVICES AGREEMENT FOR THE
2025 SEWER MAINS CCTV VIDEO INSPECTION AND CLEANING

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter "Agreement") is made this ___ day of ___ 2023, by the CITY OF IMPERIAL, a public entity (hereinafter referred to as "CITY") and *[NAME OF CONTRACTOR]*, a *[TYPE OF ENTITY AND STATE OF ORGANIZATION]*, (hereinafter referred to as "CONTRACTOR"). CITY and CONTRACTOR are sometimes hereinafter individually referred to as "Party" and are hereinafter collectively referred to as the "Parties."

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to City of Imperial Council authorization dated _____, 2025.

2. CITY has determined there is a need to retain the professional services of a qualified company to provide CCTV video inspection of CITY's gravity sewer mains and manholes (the "Project") in accordance with the Request for Proposals for the 2025 CITY OF IMPERIAL Sewer System CCTV Video Inspection Project, dated November 7, 2023 (hereinafter referred to as the "Request for Proposals") prepared by CITY.

3. In response to the Request for Proposals, CONTRACTOR has submitted to CITY a proposal, dated *[DATE]*, to provide CITY with professional CCTV video inspection the "Proposal").

4. CONTRACTOR represents and maintains that it is uniquely qualified by virtue of its experience, training, education, reputation, and technical expertise to provide the professional CCTV video inspection services to CITY for the Project and has agreed to provide such services as provided herein. CITY does not have the personnel, training, certification, or specialized technical expertise necessary to perform the work and services contracted for herein.

.5 CITY desires to retain CONTRACTOR to provide such professional CCTV video inspection and cleaning services for the Project.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Term and Termination. This Agreement shall cover services rendered from the full execution of this Agreement through completion of the tasks outlined in the Request for

Proposals and CONTRACTOR's Proposal, unless earlier terminated by the CITY. This Agreement may be terminated by CITY without cause upon thirty (30) days' written notice. In such an event, the CITY will compensate CONTRACTOR for work performed to date in accordance with Section 3.4 of this Agreement. CONTRACTOR is required to present evidence to support the completion of the performed work. CONTRACTOR is required to present evidence to support the completion of the performed work.

2. Services to be Provided.

2.1 Scope of Services and Standard of Performance. In compliance with all terms and conditions of this Agreement, CONTRACTOR agrees to provide and perform professional cleaning and CCTV video inspection of CITY's gravity sewer mains and manholes for the Project as set forth in (a) the Proposal, which is attached hereto as Exhibit "A" and incorporated herein by reference, and (b) the Scope of Work included in the Request for Proposals, which is attached hereto as Exhibit "B" and incorporated herein by reference (hereinafter referred to as the "Scope of Services," the "Services" or "Work"). As a material inducement to CITY entering into this Agreement, CONTRACTOR acknowledges and understands that the Services and Work contracted for under this Agreement require specialized skills and abilities and that, consistent with this understanding, CONTRACTOR's Services and Work shall be performed in a skillful and competent manner and shall be held to a standard of quality and workmanship prevalent in the industry for such Services and Work and with the standards recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents and warrants that it is skilled in the professional discipline necessary to perform the Services and Work and that it holds the necessary skills and abilities to satisfy the standard of work as set forth in this Agreement. CONTRACTOR represents and warrants that it and all of its employees, subconsultants and subcontractors providing any Work or Services under this Agreement shall have sufficient skill and experience to perform the Services and Work assigned to them. All Services and Work shall be completed to the reasonable satisfaction of CITY. The Proposal, the Request for Proposals, and this Agreement do not guarantee any specific amount of work.

2.2 Contract Documents. The Agreement between the Parties shall consist of the following: (1) this Agreement; (2) CONTRACTOR's Proposal submitted to CITY; and the Scope of Work included in the Request for Proposals, which shall collectively be referred to collectively hereinafter as the "Contract Documents." The CONTRACTOR's Proposal is attached hereto as Exhibit "A" and is hereby incorporated by reference and made a part of this Agreement. The Scope of Work included in the Request for Proposals is attached hereto as Exhibit "B" and is hereby incorporated by reference and made a part of this Agreement. All provisions of the Contract Documents shall be binding on the Parties. Should any conflict or inconsistency exist in the Contract Documents, the conflict or inconsistency shall be resolved by applying the provisions in the highest priority document, which shall be determined in the following order of priority: (1st) the terms and conditions of this Agreement; (2nd) the provisions of the Consultant's Proposal (Exhibit "A"); and (3rd) the provisions of Scope of Work.

2.3 Compliance with Law. CONTRACTOR shall comply at all times during the term of this Agreement with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government, including without limitation all applicable fair labor standards and Cal/OSHA requirements. CONTRACTOR shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Work and Services, including all Cal/OSHA requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with performing the Work and Services. If CONTRACTOR performs any Work or Services in violation of such laws, rules, and regulations, CONTRACTOR shall be solely responsible for all penalties and costs arising therefrom. CONTRACTOR shall defend, indemnify, and hold CITY, its officials, officers, employees, agents and volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules, or regulations.

2.4 Licenses, Permits, and Fees. Prior to performing any Services or Work hereunder CONTRACTOR shall obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Work and Services required by this Agreement. CONTRACTOR represents and warrants to CITY that CONTRACTOR shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement and any extension, any license, permit, qualification, or approval that is legally required for CONTRACTOR to perform the Work and Services under this Agreement. CONTRACTOR shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the CONTRACTOR's performance of the Work and Services required by this Agreement, and shall defend, indemnify, and hold CITY, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to obtain such license, permits, and approvals of whatever nature that are legally required to perform the Work or Services.

2.5 Familiarity with Work. By executing this Agreement, CONTRACTOR warrants that: (1) it has thoroughly investigated and considered the Scope of Work or Services to be performed; (2) it has carefully considered how the Services should be performed and has carefully examined the location or locations at or with respect to where such Services or Work is to be performed and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of attending performance of the Services under this Agreement. If the Services involve work upon any site, CONTRACTOR represents and maintains that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of any Services hereunder. Should CONTRACTOR discover any latent or unknown conditions materially differing from those inherent in the Work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR's risk, until written instructions are received from CITY.

2.6 Care of Work. CONTRACTOR shall adopt reasonable methods during the term of the Agreement to furnish continuous protection to the Work and the equipment, materials, papers, documents, plans, studies, and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the Work by CITY, except such losses or damages as may be caused by CITY's own negligence.

2.7 Further Responsibilities of Parties. Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents, and take all actions as may be reasonably necessary to carry out the purposes of this Agreement.

3. Compensation.

3.1 Amount. For the Services and Work rendered pursuant to this Agreement, CONTRACTOR shall be compensated by CITY for each manhole inspected and each linear foot of sewer cleaned and inspected, as set forth in the Scope of Work (Exhibit "B"), at the unit prices set forth in the Price Proposal Form included within the Proposal (Exhibit "A"). CONTRACTOR acknowledges that the unit quantities set forth in the Request for Proposals are best estimates by CITY and that the actual unit quantities may differ from those set forth in the Request for Proposals. CONTRACTOR shall notify and obtain approval of CITY prior to performing Services with respect to any item in excess of the estimated unit quantity for such item set forth in the Request for Proposals. Upon receipt of written authorization from CITY's City Manager or his or her designee, CONTRACTOR agrees to provide Services at the unit prices set forth in the Proposal with respect to up to one hundred twenty percent (120%) of the unit quantity set forth in the Request for Proposals for any item.

3.2 Payment. For Work or Services under this Agreement, payment shall be made in arrears per invoice for Work completed, subject to the payment provisions set forth in the Scope of Work (Exhibit "B").

3.3 Changes in Scope. In the event any change or changes in the Scope of Services is requested by CITY and agreed to by CONTRACTOR, the Parties shall execute a written amendment to this Agreement, setting forth with particularity all terms of such amendment, including, but not limited to, any additional fees. An amendment may be entered into: (a) to provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work; and/or (b) to provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in CONTRACTOR's profession.

3.4 Termination. CITY shall have the right to terminate this Agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

3.5 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the City of Imperial Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to CITY.

4. Insurance requirements.

4.1 Commencement of Work. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.

4.2 Workers Compensation Insurance. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.

4.3 Insurance Amounts. CONTRACTOR and all subcontractors shall procure and maintain insurance acceptable to CITY. Unless otherwise agreed or waived in writing by CITY's City Manager, CONTRACTOR and all subcontractors shall maintain the following insurance for the duration of this Agreement:

(a) Commercial general liability in an amount of $2,000,000.00 per occurrence: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.

(b) Automobile liability in an amount of $1,000,000.00 combined single limit: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respect to CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

5. Non-Liability of Officials and Employees of the City. No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

6. Conflict of Interest. No officer or employee of the CITY shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which effects his or her financial interest or the financial interest of any corporation, partnership, or association in which they are, directly or indirectly, interested in violation of any state statute or regulation. CONTRACTOR represents and warrants that it has not paid or given and will not pay or give any third party any money or other consideration in exchange for obtaining this Agreement.

7. Covenant Against Discrimination. In connection with its performance under this Agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, disability, medical condition, religion, color, sex, sexual orientation, age, marital status, ancestry, or national origin. CONTRACTOR shall ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, disability, medical condition, religion, color, sex, sexual orientation, age, marital status, ancestry, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

8. Independent Contractor.

(a). The legal relationship between the Parties is that of an independent contractor, and nothing herein shall be deemed to make CONTRACTOR a CITY employee. During the performance of this Agreement, CONTRACTOR and its officers, employees, and agents shall act in an independent capacity and shall not act as CITY officers or employees. CONTRACTOR will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The personnel performing the Services under this Agreement on behalf of CONTRACTOR shall at all times be under CONTRACTOR's exclusive direction and control. Neither CITY nor any of its officials, officers, employees, agents or volunteers shall have control over the conduct of CONTRACTOR or any of its officers, employees, or agents, except as set forth in this Agreement. CONTRACTOR, its officers, employees or agents, shall not maintain a permanent office or fixed business location at

DISTICT's offices. CITY shall have no voice in the selection, discharge, supervision, or control of CONTRACTOR's officers, employees, representatives or agents or in fixing their number, compensation, or hours of service. CONTRACTOR shall pay all wages, salaries, and other amounts due its employees in connection with the performance of Services under this Agreement and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. CITY shall not in any way or for any purpose be deemed to be a partner of CONTRACTOR in its business or otherwise a joint venturer or a member of any joint enterprise with CONTRACTOR.

(b) CONTRACTOR shall not incur or have the power to incur any debt, obligation, or liability against CITY, or bind CITY in any manner.

(c) No CITY benefits shall be available to CONTRACTOR, its officers, employees, or agents, in connection with the performance of any Work or Services under this Agreement. Except for professional fees paid to CONTRACTOR as provided for in this Agreement, CITY shall not pay salaries, wages, or other compensation to CONTRACTOR for the performance of any Work or Services under this Agreement. CITY shall not be liable for compensation or indemnification to CONTRACTOR, its officers, employees, or agents, for injury or sickness arising out of performing any Work or Services hereunder. If for any reason any court or governmental agency determines that the CITY has financial obligations, other than pursuant to Section 3 herein, of any nature relating to salary, taxes, or benefits of CONTRACTOR's officers, employees, representatives, agents, or subconsultants or subcontractors, CONTRACTOR shall defend, indemnify, and hold harmless CITY from and against all such financial obligations.

9. Notices. All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice, and shall be deemed received upon the earlier of (i) the date of delivery to the address of the person to receive such notice if delivered personally or by messenger or overnight courier; or (ii) five (5) business days after the date of posting by the United States Post Office if by mail. These addresses shall be used for delivery of service of process.

(CONTRACTOR) _____

_____

_____

(CITY) City of Imperial
Attention: Jenell Guerrero
420 S. Imperial Ave.
Imperial, CA 92251
jguerrero@imperial.ca.gov

10. Time of Essence; Liquidated Damages. Time is of the essence in the performance of this Agreement. The Parties hereby agree that all Work with respect to the unit quantities set forth in the Request for Proposals is intended to be completed by no later than *March 7, 2026.* With respect to all Work with respect to unit quantities in excess of those set forth in the Request for Proposals,

the Parties hereby agree that such Work is intended to be completed within the time period(s) set forth in the schedule contained in CONTRACTOR's Proposal. It is agreed by the Parties to the Agreement that in case all the work called for under this Agreement is not completed before or upon the expiration of the time limits set forth herein, the damage will be sustained by the CITY, and that it is and will be impracticable to determine the actual damage which the CITY will sustain in the event of and by reason of such delay. It is therefore agreed that the CONTRACTOR will pay to the CITY the sum of five hundred Dollars ($500) per calendar day for each and every day's delay beyond the time prescribed to complete the Work; and the CONTRACTOR agrees to pay such liquidated damages as herein provided, and in case the same are not paid, agrees that the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement.

It is further agreed that in case the work called for under this Agreement is not finished and completed in all parts and requirements within the time specified, the CITY shall have the right to extend the time for completion or not, as may seem best to serve the interest of the CITY; and if it decides to extend the time limit for the completion of this Agreement, it shall further have the right to charge the CONTRACTOR, his or her heirs, assigns, or sureties, and to deduct from the final payment for the work, all or any part, as it may deem proper, of the actual costs and overhead expenses which are directly chargeable to this Agreement, and which accrue during the period of such extensions. The CONTRACTOR shall not be assessed with liquidated damages during any delay in the completion of the Work caused by an act of God or of the public enemy, acts of the CITY, fire, flood, epidemic, quarantine restriction, strikes, freight embargoes, and unusually severe weather or delays of subcontractors due to such causes; provided that the CONTRACTOR shall, within one (1) day from the beginning of such delay, notify the CITY in writing of the causes of delay. The CITY shall ascertain the facts and the extent of the delay, and its findings of the facts thereon shall be final and conclusive.

11. Limitations Upon Subcontracting and Assignment. The experience, knowledge, capability, and reputation of CONTRACTOR, its principals, and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without the written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.

12. Indemnification. CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive Council, officers, agents, and employees from any and all third party claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for bodily injury or death of any person, or damage to property, or interference with use of property, to the extent caused by negligent acts, errors or omissions or willful misconduct by CONTRACTOR, CONTRACTOR's agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The exception to CONTRACTOR's responsibility to protect, defend, and hold harmless CITY, is due to the active negligence of CITY, or any of its elective or appointive Council, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

13. Bonds. CONTRACTOR shall furnish the following bonds in a form and from a bonding company acceptable to the CITY's General Counsel:

(a) Faithful Performance: A bond in the amount of 100% of the total contract price guaranteeing the faithful performance of this Agreement, and

(b) Labor and Materials: A bond for labor and materials in the amount of 100% of the total contract price.

14. Reports.

(a) Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report", reproduced, prepared or caused to be prepared by CONTRACTOR pursuant to or in connection with this Agreement, shall be the exclusive properly of CITY. CONTRACTOR shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to City the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of CITY, and all publication rights are reserved to CITY.

(b) All Reports prepared by CONTRACTOR may be used by CITY in the execution or implementation of:

(1) The original Project for which CONTRACTOR was hired;

(2) Completion of the original Project by others;

(3) Subsequent additions to the original Project; and/or

(4) Other CITY projects as appropriate.

(c) No Report, information or other data given to or prepared or assembled by CONTRACTOR pursuant to this Agreement shall be made available to any individual or firm by CONTRACTOR without prior approval by City.

15. Prevailing wages. CITY has determined that the Work and Services under this Agreement requires work of labor categories which are subject to Prevailing Wage Laws identified in the State of California Labor Code. CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. CONTRACTOR agrees to fully comply with all applicable federal and state labor laws (including, without limitation, the Prevailing Wage Laws). It is agreed by the Parties that, in connection with the Work or Services provided pursuant to this Agreement, CONTRACTOR shall bear all risks of payment or non-payment of prevailing wages under California law, and Consultant hereby agrees to defend, indemnify, and hold CITY, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The foregoing indemnity shall survive termination of this Agreement CONTRACTOR understands and agrees to comply with the following California Labor Code compliance conditions [Labor Code Sections 1720 et seq., 1813, 1860, 1861, 3700]:

15.1 This Agreement is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and the awarding public agency ("CITY") and CONTRACTOR agree to be bound by all the provisions thereof as though set forth in full herein.

15.2 CONTRACTOR shall be registered with the Department of Industrial Relations ("DIR") in accordance with California Labor Code Section 1725.5 and has provided proof of registration to CITY prior to the Effective Date of this Agreement.

15.3 CONTRACTOR agrees to comply with the provisions of California Labor Code Sections 1771, 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The applicable prevailing wage determination(s) may be obtained at https://www.dir.ca.gov/oprl/dprewagedetermination.htm, are on file with CITY, and are available to any interested party upon request. A copy of said rates shall be posted at each job site during the Term of this Agreement.

15.4 Pursuant to California Labor Code Section 1771.4, CONTRACTOR's services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. CONTRACTOR shall post job site notices as prescribed by DIR regulations and furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner in the manner prescribed by California Labor Code Section 1771.4(a)(3) and (c)(2).

15.5 CONTRACTOR shall comply with the provisions of California Labor Code Section 1776 which, among other things, require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as

provided by Section 1776, and (3) inform the CITY of the location of the records. CONTRACTOR is responsible for compliance with Section 1776 by itself and all of its subcontractors.

15.6 CONTRACTOR shall comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.

15.7 Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this Agreement, and CONTRACTOR and any subcontractor shall comply with and be governed by the laws of the State of California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code. CONTRACTOR shall comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. CONTRACTOR shall, as a penalty to CITY, forfeit twenty-five dollars ($25) for each worker employed in the execution of this Agreement by the CONTRACTOR or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code. (See, e.g., Cal. Labor Code §1815.)

15.8 Pursuant to California Labor Code Sections 1860 and 3700, CONTRACTOR will be required to secure the payment of compensation to its employees. By signing this Agreement, CONTRACTOR hereby certifies as follows:

> "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

15.9 Pursuant to California Labor Code Section 1771.1, CONTRACTOR and any subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the California Public Contract Code, or engage in the performance of any contract for public work on a public works project unless registered with the DIR and qualified to perform public work pursuant to California Labor Code Section 1725.2. It is not a violation of California Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by California Business and Professions Code Section 7029.1 or by California Public Contract Code Section 10164 or 20103.5, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. CONTRACTOR shall not perform any work under this Agreement with any subcontractor who is ineligible to perform work on the public works project pursuant to Section 1777.1 or 1777.7 of the California Labor Code.

16. Waiver. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. Any waiver by the Parties of any default or breach of any covenant, condition, or term contained in this Agreement, shall not be construed to be a waiver of any subsequent or other default or breach, nor shall failure by the Parties to require exact, full, and complete compliance with any of the covenants, conditions, or terms contained in this Agreement be construed as changing the terms of this Agreement in any manner or preventing the Parties from enforcing the full provisions hereof.

17. Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

18. Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

19. California Law; Venue. This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the central branch of the Orange County Superior Court.

20. Interpretation. This Agreement shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties. The terms of this Agreement are contractual and the result of negotiation between the Parties. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting party, shall not be employed in the interpretation of this Agreement. The caption headings of the various sections and paragraphs of this Agreement are for convenience and identification purposes only and shall not be deemed to limit, expand, or define the contents of the respective sections or paragraphs.

21. Entire Agreement; Modification. This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may be modified only by subsequent mutual written agreement executed by CITY and CONTRACTOR.

22. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be determined to be invalid by a final judgment or decree of a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the reminder of that provision, or the remaining provisions of this Agreement unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

23. Corporate Authority. Each of the undersigned represents and warrants that (i) the Party for which he/she is executing this Agreement is duly authorized and existing, (ii) he/she is duly authorized to execute and deliver this Agreement on behalf of the Party for which he/she is signing, (iii) by so executing this Agreement, the Party for which he/she is signing is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the Party for which he/she is signing is bound.

24. Counterparts; Facsimile Signatures. This Agreement may be executed in counterparts, all of which shall constitute the same Agreement, notwithstanding that all parties to this Agreement are not signatory to the same counterpart. Signature and acknowledgement pages may be detached from the counterparts and attached to a single copy of this Agreement to physically form one (1) original document. These counterparts may be transmitted by facsimile or Portable Document Format (PDF), with the originals to be thereafter provided by the Parties. Such facsimiles or electronic copies shall be deemed original signatures.

IN WITNESS THEREOF, these parties have executed this Agreement as of the date first written above.

"CITY"
CITY OF IMPERIAL,
a public entity

By: _____
Dennis Morita
City Manager

APPROVED AS TO FORM:

_____
General Counsel
City of Imperial

"CONTRACTOR"

_____,
a _____

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Tax ID No. _____

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to City.

EXHIBIT "A" TO AGREEMENT

CONTRACTOR'S PROPOSAL

EXHIBIT "B" TO AGREEMENT

SCOPE OF WORK

EXHIBIT C - PRICE PROPOSAL FORM

2025 CITY OF IMPERIAL SEWER SYSTEM CCTV VIDEO INSPECTION AND CLEANING PROJECT
BID NUMBER 2025-08

Item No.	Description	Units	Estimated Quantity	Unit Price	Total Estimated Item Price
1	CCTV inspection of designated 8-inch gravity sewer mains	LF	56,000	$	$
2	CCTV inspection of designated 12-inch gravity sewer mains	LF	1,500	$	$
3	CCTV inspection of designated 21-inch gravity sewer mains	LF	3,800	$	$
4	CCTV inspection of designated 24-inch gravity sewer mains	LF	3,800	$	$
6	Cleaning and inspection of all the City's manholes (all sizes and types)	EA	1,700	$	$

Total Amount For All Items in Numerals (Assuming Stated Unit Quantities): $_____

Total Amount for All Items in Words (Assuming Stated Unit Quantities): _____

_____

Note: The Unit Quantities set forth above are best estimates; the actual Unit Quantities may differ. Payment will be based on the Unit Prices for actual linear feet of sewer mains inspected and the actual number of manholes inspected.

CONTRACTOR shall notify and obtain approval of CITY prior to performing Services with respect to any Item in excess of the estimated Unit Quantity for such Item. Upon receipt of written authorization from CITY's City Manager or his or her designee, CONTRACTOR agrees to provide Services at the Unit Prices set forth above with respect to up to one hundred twenty percent (120%) of the Unit Quantity set forth above for any Item.

Agenda Item No. C-2

DATE SUBMITTED	9/10/2025	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	PUBLIC SERVICES	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	9/17/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: ***SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION (BID NO. 2025-03)***

1. Award construction contract to Total Industries, Inc.
2. Authorize 15% Contingency

DEPARTMENT INVOLVED: PUBLIC SERVICES

BACKGROUND/SUMMARY:

The Public Services Department was directed by City Council to conduct a competitive BID process for the Shop Tank & Aten Tank Modifications and New Ventilation System Installation Project (Bid No. 2025-03).

Contractor shall furnish all labor, material, equipment and services to perform and complete all work required for the project. See attached Exhibit "1" (project plans) for details.

Staff released a "Notice Inviting Sealed Bids" published on the city website and in the Desert Review. The following bids were received during the formal bid process:

1. Spiess Construction $ 1,202,875.00
2. **Total Industries, Inc. $ 1,038,536.99**
3. Cora Constructors, Inc. $ 1,152,320.00

See attached Exhibit "2" (Bid Opening Act) for details.

Public Services has determined that the bid submitted by Total Industries, Inc., is the lowest, responsive and responsible bidder. Therefore, it is requested the project be awarded to Total Industries, Inc.

It is also recommended to authorize a 15% Contingency for the construction of this project to cover costs associated with potential unforeseen conditions. If authorized, it will reduce the likelihood of project delays.

FISCAL IMPACT: $1,038,536.99 **CIP Project No. 842**	FINANCE INITIALS JMS
STAFF RECOMMENDATION: It is the department's recommendation to approve.	DEPT. INITIALS JMG

MANAGER'S RECOMMENDATION: approve	CITY MANAGER's INITIALS

MOTION:		
SECONDED:	APPROVED ( )	REJECTED ( )
AYES:	DISAPPROVED ( )	DEFERRED ( )
NAYES:		
ABSENT:	REFERRED TO:	

EXHIBIT 1

CITY OF IMPERIAL, CA

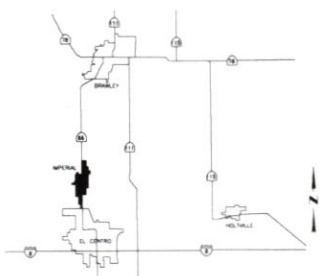
SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION BID NO. 2025-03

GENERAL NOTES

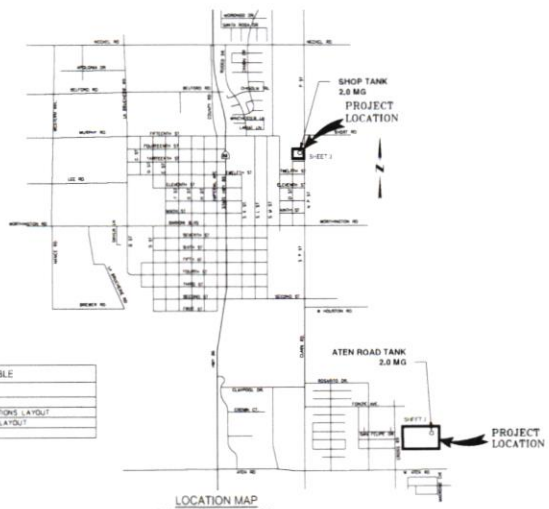
1. ALL CONSTRUCTION UNDER THIS CONTRACT SHALL CONFORM WITH ALL PROVISIONS OF THE BASIC SPECIFICATIONS, AND CONSTRUCTION DRAWINGS, ALL INCLUSIVE UNDER THIS CONTRACT.
2. CONSTRUCTION, MATERIALS, TESTING AND INSPECTION SHALL COMPLY WITH THE CITY OF IMPERIAL REQUIREMENTS AND PROJECT SPECIFICATIONS, AND MEET OR EXCEED THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) AND THE AMERICAN SOCIETY FOR TESTING AND MATERIAL (A.S.T.M.) STANDARDS. FAILURE TO MEET THE ABOVE REQUIREMENTS WILL BE CAUSE FOR REJECTION.
3. MAIN LINE VALVES AND CL TANK VALVES ARE TO BE OPERATED ONLY BY A CITY EMPLOYEE OR UNDER DIRECT INSPECTION BY THE OWNER.
4. TWO (2) WEEK ADVANCE NOTICE SHALL BE PROVIDED BY THE CONTRACTOR TO THE CITY IN ADVANCE OF PROPOSED TANK DRAINING OPERATIONS. TANK DRAINING SHALL COMPLY WITH ALL PERMIT REQUIREMENTS FOR DISCHARGE OF TANK EFFLUENT. APPROPRIATE MEASURES SHOULD BE TAKEN TO ENSURE FLOWS ARE MANAGED WITH MINIMAL IMPACTS TO ADJACENT EXISTING FACILITIES AND PROPERTY. A BEST MANAGEMENT PRACTICE (BMP) PLAN SHALL BE SUBMITTED BY THE CONTRACTOR A MINIMUM OF 30 DAYS PRIOR TO TANK DEWATERING.
5. TANK INSPECTION SHALL OCCUR FOLLOWING TANK DEWATERING BY THE CONTRACTOR. A RECORD OF INSPECTION SHALL BE DESCRIBED IN A REPORT SUBMITTED BY THE CONTRACTOR TO THE CITY OF IMPERIAL, WHICH SUMMARIZES THE FINDINGS AND RECOMMENDATIONS FOR ANY REPAIRS. IF NECESSARY, REPAIRS SUBSEQUENTLY TO BE MADE SHALL BE AT THE SOLE DISCRETION OF THE CITY OF IMPERIAL.
6. CONTRACTOR SHALL SUBMIT TO OWNER MATERIAL SUBMITTALS PRIOR TO THE PRE-CONSTRUCTION CONFERENCE. ONLY APPROVED MATERIALS CAN BE USED IN ACCORDANCE WITH THE SPECIFICATIONS.
7. ALL CONSTRUCTION AND OPERATIONS BY THE CONTRACTOR SHALL BE IN ACCORDANCE WITH CAL-OSHA AND CITY OF IMPERIAL REQUIREMENTS, WHICHEVER IS MORE STRINGENT.
8. THE CONTRACTOR SHALL KEEP A COMPLETE RECORD OF ANY CONSTRUCTION CHANGES AND SHALL MAKE INFORMATION AVAILABLE TO THE ENGINEER FOR PREPARATION OF "AS BUILT" DRAWINGS. THE "AS BUILT" DRAWINGS SHALL BE SUBMITTED TO THE OWNER FOR APPROVAL PRIOR TO FINAL ACCEPTANCE OF THE PROJECT.
9. SURFACE IMPROVEMENTS DAMAGED OR REMOVED AS A RESULT OF THE CONTRACTOR'S OPERATIONS SHALL BE RECONSTRUCTED BY THE CONTRACTOR TO THE LOCAL GOVERNING AGENCY'S REQUIREMENTS.
10. ANY REVISION TO THESE DRAWINGS MUST BE APPROVED IN WRITING BY THE OWNER AND THE ENGINEER.
11. THE CONTRACTOR/SUB-CONTRACTOR SHALL EXAMINE CAREFULLY THE SITE OF THE WORK CONTEMPLATED, ALSO THE PLANS AND SPECIFICATIONS. THE SUBMISSION OF A BID SHALL BE CONCLUSIVE EVIDENCE THAT THE CONTRACTOR /SUB-CONTRACTOR HAS INVESTIGATED THE PROJECT SITE AND IS SATISFIED AS TO THE CONDITIONS TO BE ENCOUNTERED, AS TO THE QUANTITIES OF MATERIAL TO BE FURNISHED, AND AS TO THE REQUIREMENTS OF THE PROPOSAL, PLANS AND BASIC SPECIFICATIONS.
12. ELECTRICAL CONNECTIONS FOR THE PROPOSED VENTILATION BLOWERS SHALL BE MADE BY THE CITY OF IMPERIAL OPERATIONS.

ENGINEER'S NOTICE

1. CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND ENGINEER HARMLESS FROM ANY AND ALL LIABILITY REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.
2. THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THESE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
3. QUANTITIES SHOWN HEREON ARE PROVIDED FOR BIDDING PURPOSES ONLY. CONTRACTORS SHALL BE RESPONSIBLE FOR VERIFYING ALL QUANTITIES PRIOR TO BIDDING FOR CONSTRUCTION.
4. ALL PERMITS REQUIRED BY LAW SHALL BE OBTAINED BY THE CONTRACTOR UNLESS SPECIFICALLY STATED TO BE OBTAINED BY THE OWNER.



VICINITY MAP
BASED ON IMPERIAL COUNTY GIS DATA
NOT TO SCALE



LOCATION MAP
BASED ON IMPERIAL COUNTY GIS DATA
NOT TO SCALE

SHEET LIST TABLE	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ATEN ROAD TANK MODIFICATIONS LAYOUT
3	SHOP TANK MODIFICATIONS LAYOUT
4	MISC TANK DETAILS

DECLARATION OF RESPONSIBLE CHARGE

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS. I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF IMPERIAL IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK OF MY RESPONSIBILITIES FOR THE PROJECT DESIGN.

BY: _____ DATE: 5/27/2025
SHANE L. BLOOMFIELD
P.E. NO. C77435

CONTACT INFORMATION

CITY OF IMPERIAL	DAVID DALE, P.E.	(760) 355-5334
ALBERT A. WEBB ASSOCIATES	SHANE BLOOMFIELD, P.E.	(951) 686-1070

UTILITIES

TELE	VERIZON COMMUNICATION	(909)748-6640
WATER	CITY OF IMPERIAL	(760)355-4371
SEWER	CITY OF IMPERIAL	(760)355-4371
GAS	SOUTHERN CALIFORNIA GAS CO.	(909)355-7550
ELECTRICAL	IMPERIAL IRRIGATION DISTRICT	(760)398-5816
CATV/FIO/TELE	FRONTIER COMMUNICATIONS	(760)778-3620

UNDERGROUND SERVICE ALERT
CALL: TOLL FREE
1-800
227-2600
811 Know what's below. Call before you dig.

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION	APPROVED/DATE

DESIGNED BY | DRAWN BY | CHECKED BY

CITY OF IMPERIAL
CITY ENGINEER DATE
REFERENCES

ENGINEER'S SEAL

ALBERT A. WEBB ASSOCIATES
ENGINEERING CONSULTANTS
3788 McCRAY STREET
RIVERSIDE, CA. 92506
PH. (951) 686-1070
FAX (951) 788-1256
IN ANT. PREPARED UNDER THE SUPERVISION OF:
5/27/25
SHANE L. BLOOMFIELD
REGISTERED CIVIL ENGINEER NO. C77435 DATE

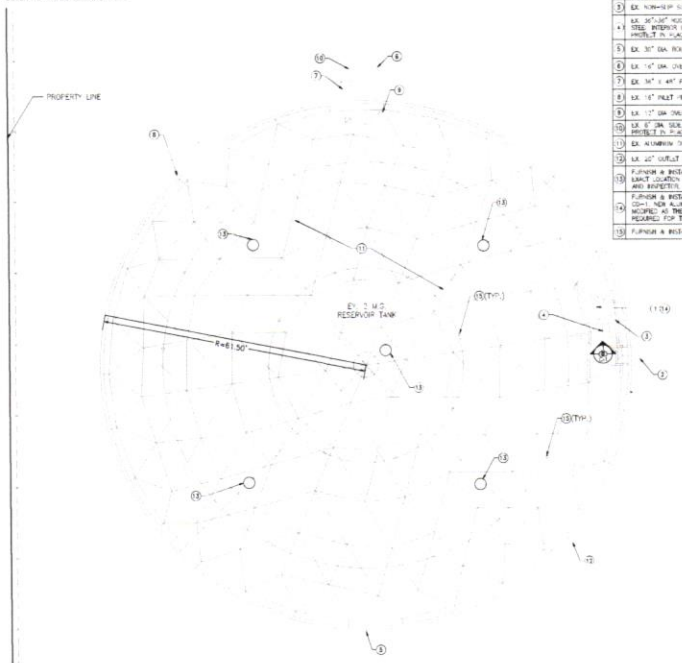
	DATE
DESIGNED SLB	
DRAWN KTC	
TRACED	
CHECKED SLB	
SUBMITTED	
SEALED	

CITY OF IMPERIAL
IMPERIAL COUNTY, CALIFORNIA
SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION
TITLE SHEET

WO. NO. 2025-03
SHEET 1 OF 4
DWG. NO. G-1

ISSUED FOR BID

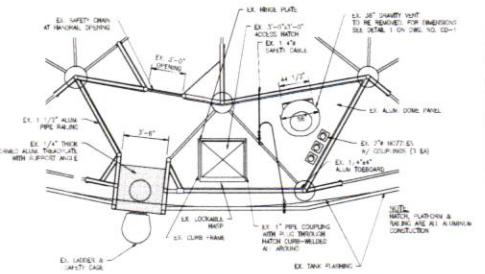
NOTE
PAINT ALL NEW EXTERIOR APPURTENANCES AND DAMAGED AREAS IN ACCORDANCE WITH THE SPECIFICATIONS. COLOR TO MATCH EXISTING TANK.



ATEN TANK MODIFICATIONS LAYOUT

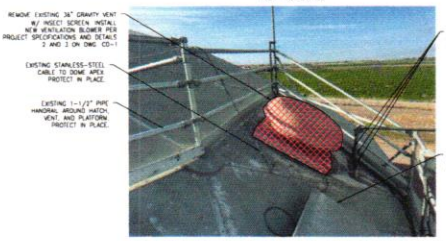
1" = 10'

CONSTRUCTION NOTES	
1	EX. SCREENED ROOF VENT OPENING FOR 75 SQ. IN. +/- TO BE REMOVED AND RELOCATED AT A NEW LOCATION AS INDICATED IN NOTE 13.
2	EX. OUTSIDE LADDER WITH CAGE AND EXPANDED METAL HIGH. PROTECT IN PLACE.
3	EX. NON-SKID SURFACE AND HANDRAIL 42" HIGH. PROTECT IN PLACE.
4	EX. 24"x36" ROOF ACCESS HATCH WITH LOCKING MECHANISM AND STAINLESS STEEL INTERIOR LADDER WITH SAF-T-CLIMB FALL PREVENTION SYSTEM. PROTECT IN PLACE.
5	EX. 30" DIA BOLTED VENT. MANWAY. PROTECT IN PLACE.
6	EX. 16" DIA. OVERFLOW. PROTECT IN PLACE.
7	EX. 36" x 48" FLUSH TYPE CLEANOUT. PROTECT IN PLACE.
8	EX. 16" INLET PIPING. PROTECT IN PLACE.
9	EX. 12" DIA OVERFLOW INSPECTION HATCH. PROTECT IN PLACE.
10	EX. 8" DIA. SIDE OUTLET DRAIN IN CLEANOUT WITH KITCHEN GATE VALVE. PROTECT IN PLACE.
11	EX. ALUMINUM DOME ROOF BY TESCOR
12	EX. 20" OUTLET PIPING. PROTECT IN PLACE.
13	FURNISH & INSTALL NEW 36" DIA. ROOF VENT PER DETAIL 1 ON DWG. C2-1 (EXACT LOCATION OF THIS NEW VENT SHALL BE COORDINATED WITH THE CITY AND INSPECTOR)
14	FURNISH & INSTALL NEW VENTILATION BLOWER PER DETAILS 2 & 3 ON DWG. C2-1. NEW ALUMINUM ROOF HANDRAIL WILL BE REQUIRED ON EX. TO BE MODIFIED AS THE EX. HOLE IN THE EX. ROOF PANEL IS LARGER THAN REQUIRED FOR THE BLOWER
15	FURNISH & INSTALL 25 CATHODIC MANIFOLD GROMMETS



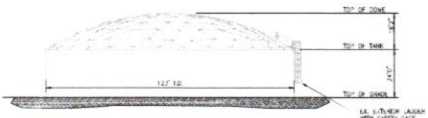
ATEN ROAD TANK PLATFORM (PLAN)

NOT TO SCALE



ATEN ROAD TANK EXISTING PLATFORM

VIEW NORTH FROM ATOP PLATFORM OF EX. ATEN ROAD TANK



ATEN TANK ELEVATION LAYOUT

NOT TO SCALE

GRAPHIC SCALE 1"=10'
0 10 20 30

UNDERGROUND SERVICE ALERT
CALL: TOLL FREE
1-800
227-2600

811 Know what's below. Call before you dig.

REVISIONS					
NO.	DATE	INITIAL	DESCRIPTION	APPROVED/DATE	
DESIGNED BY		DRAWN BY		CHECKED BY	

CITY OF IMPERIAL
CITY ENGINEER DATE
REFERENCES

ENGINEER'S SEAL
REGISTERED PROFESSIONAL ENGINEER
No. 071435
STATE OF CALIFORNIA

ALBERT A. WEBB ASSOCIATES
ENGINEERING CONSULTANTS
3788 McCRAY STREET
RIVERSIDE, CA. 92506
PH (951) 686-1070
FAX (951) 788-1256

I HEREBY PREPARED UNDER THE SUPERVISION OF
SHANE L. BUDDFIELD
REGISTERED CIVIL ENGINEER NO. 071435
3/27/25
DATE

	DATE
DESIGNED SLB	
DRAWN MS	
TRACED	
CHECKED SLB	
SUBMITTED	
SCALE	

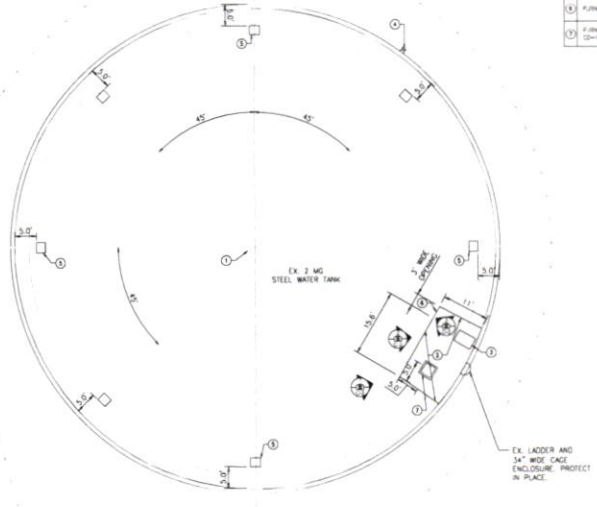
CITY OF IMPERIAL
IMPERIAL COUNTY, CALIFORNIA
SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION
ATEN ROAD TANK MODIFICATIONS LAYOUT
WO NO. 2025-03
SHEET 2 OF 4
DWG. NO. C-1

ISUED FOR BID

P:\PROJECTS\2025\2025-03\DRAWINGS\MISC\SHEETS\2025-03-C-02-ATEN.DWG

NOTE:
PAINT ALL NEW EXTERIOR APPURTENANCES AND DAMAGED AREAS IN ACCORDANCE WITH THE SPECIFICATIONS.
COLOR TO MATCH EXISTING TANK

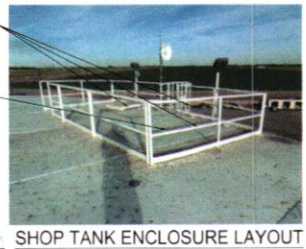
CONSTRUCTION NOTES	
1	EX. LOW PROFILE REMOVABLE GRAVITY ROOF VENT PER AWWA D-100-04 WITH 42" DIA. HOOD. PROTECT IN PLACE.
2	EX. HANDRAIL STEP CAL OSHA. PROTECT IN PLACE.
3	EX. 4'X3' HINGED ROOF HATCH WITH LIFT BAR, LOCKING HASP, AND INTERIOR LADDER WITH SAFETY CLIMB PER CAL OSHA. PROTECT IN PLACE.
4	EX. 30"X44" RESERVOIR CLEANOUT MANHOLE. PROTECT IN PLACE.
5	FURNISH & INSTALL NEW PERIMETER ROOF VENT PER DETAIL 4 ON DWG. C2-1. ADJUST VENT LOCATION TO CENTER BETWEEN EXISTING ROOF RAFTERS AND AVOID OBSTRUCTIONS.
6	FURNISH & INSTALL NEW 3' WIDE SELF-CLOSING GATE.
7	FURNISH & INSTALL NEW VENTILATION BLOWER PER DETAILS 1 & 3 ON DWG. C2-1. ADJUST FAN LOCATION AS REQUIRED TO AVOID EXISTING ROOF RAFTERS.



SHOP TANK MODIFICATIONS LAYOUT

1" = 10'

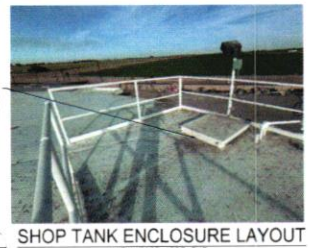
GRAPHIC SCALE 1"=10'
0 10 20 30



1 / C-2

SHOP TANK ENCLOSURE LAYOUT

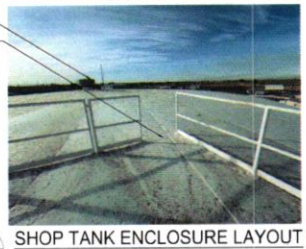
VIEW ATOP THE EX. SHOP TANK



2 / C-2

SHOP TANK ENCLOSURE LAYOUT

VIEW EAST ATOP THE EX. 2 MG SHOP TANK



3 / C-2

SHOP TANK ENCLOSURE LAYOUT

VIEW WEST ATOP THE EX. 2 MG SHOP TANK

ISSUED FOR BID

UNDERGROUND SERVICE ALERT
CALL TOLL FREE
1-800
227-2600

811
Know what's below.
Call 811 before you dig.

REVISIONS				
NO.	DATE	INITIAL	DESCRIPTION	APPROVED/DATE
DESIGNED BY		DRAWN BY		CHECKED BY

CITY OF IMPERIAL
CITY ENGINEER — DATE
REFERENCES

ENGINEER'S SEAL

ARTHUR A. WEBB ASSOCIATES
ENGINEERING CONSULTANTS
27368 VIA CIMA STREET
RIVERSIDE, CA. 92506
PH. (951) 686-1070
FAX (951) 788-1754

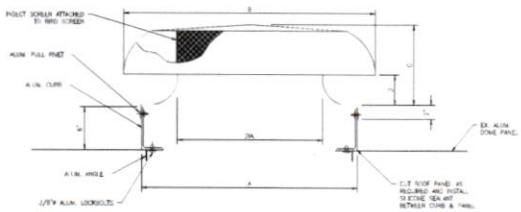
IN ANY PARTNERED UNDER THE SUPERVISION OF:
SHANE L. BLOMFIELD
REGISTERED CIVIL ENGINEER NO. 77143
DATE

	DATE
DESIGNED	SLB
DRAWN	HC
TRACED	
CHECKED	SLB
SUBMITTED	
SCALE	

CITY OF IMPERIAL
IMPERIAL COUNTY, CALIFORNIA
SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION
SHOP TANK MODIFICATIONS LAYOUT
DWG. NO. C-2

WO. NO. 2024-01
SHEET 3 OF 4

V:\2021\21-329\DRAWINGS\CAD\C2-1-SHOP TANK MODIFICATIONS LAYOUT.DWG



DIMENSIONS

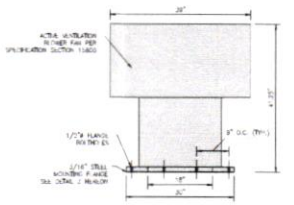
SIZE	A	B	C	D	DIA.	DAMPER SEAL	CURB MATERIAL	GASKET MATERIAL	HOOD MATERIAL
36"	44 1/2"	9/16"	15 1/4"	6 1/4"	36 1/2"	36" x 36"	.064"	.080"	.064"

RELIEF PERFORMANCE CAPACITIES (CFM)

SIZE	THROAT AREA (FT²)	.04WG	.08WG	.08WG	.10WG	.125WG	.147WG	.25WG	.310WG	.35WG
36"	7.28	2990	3820	4310	5075	5670	6990	8140	9000	9830

NOTE: CAPACITIES ARE NOMINAL UNLESS OTHERWISE NOTED.

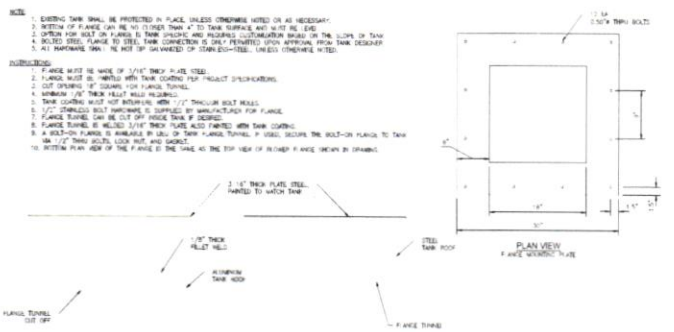
DETAIL 1 - ATEN ROAD TANK ROOF VENT CONNECTION DETAIL
NOT TO SCALE



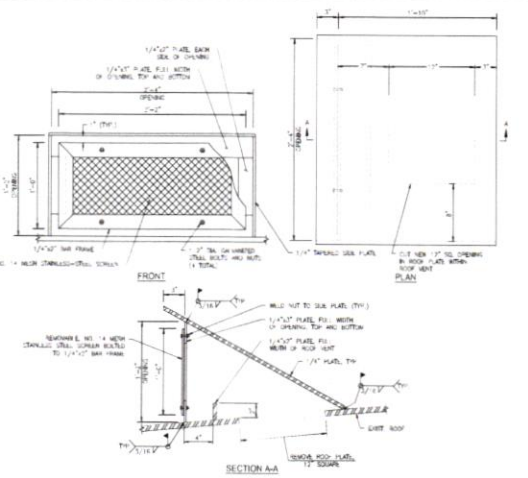
DETAIL 2 - BLOWER DIMENSIONS DETAIL
NOT TO SCALE

NOTE:
1. EXISTING TANK SHALL BE PROTECTED IN PLACE, UNLESS OTHERWISE NOTED OR AS NECESSARY.
2. BOTTOM OF FLANGE CAN BE NO CLOSER THAN 4" TO TANK SURFACE AND MUST BE LEVEL.
3. OPTION FOR BOLT OR FLANGE IS TANK SPECIFIC AND REQUIRES CUSTOMIZATION BASED ON THE SLOPE OF TANK
4. BOLTED STEEL FLANGE TO STEEL TANK CONNECTION IS ONLY PERMITTED UPON APPROVAL FROM TANK DESIGNER
5. ALL HARDWARE SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL, UNLESS OTHERWISE NOTED.

INSTRUCTIONS:
1. FLANGE MUST BE MADE OF 3/16" THICK PLATE STEEL.
2. FLANGE MUST BE PAINTED WITH TANK COATING PER PROJECT SPECIFICATIONS.
3. CUT OPENING 18" SQUARE FOR FLANGE TUNNEL.
4. MINIMUM 1/8" THICK FILLET WELD REQUIRED.
5. TANK COATING MUST NOT INTERFERE WITH 1/2" THROUGH BOLT HOLES.
6. 1/2" STAINLESS BOLT HARDWARE IS SUPPLIED BY MANUFACTURER FOR FLANGE.
7. FLANGE TUNNEL CAN BE CUT OFF INSIDE TANK IF DESIRED.
8. FLANGE TUNNEL IS WELDED 3/16" THICK PLATE ALSO PAINTED WITH TANK COATING.
9. A BOLT-ON FLANGE IS AVAILABLE IN LIEU OF TANK FLANGE TUNNEL IF USED, SECURE THE BOLT-ON FLANGE TO TANK VIA 1/2" THRU BOLTS, LOCK NUT, AND GASKET.
10. BOTTOM PLAN VIEW OF THE FLANGE IS THE SAME AS THE TOP VIEW OF BLOWER FLANGE SHOWN IN DRAWING.



DETAIL 3 - BLOWER MOUNTING FLANGE TANK ROOF CONNECTION DETAIL
NOT TO SCALE



DETAIL 4 - PERIMETER ROOF VENT DETAIL
NOT TO SCALE

UNDERGROUND SERVICE ALERT
CALL: TOLL FREE
1-800
227-2600

811 Know what's below. Call 811 before you dig.

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION	APPROVED/DATE

DESIGNED BY: DRAWN BY: CHECKED BY:

CITY OF IMPERIAL

CITY ENGINEER DATE

REFERENCES

ENGINEER'S SEAL

ALBERT A. WEBB ASSOCIATES
CIVIL ENGINEERING CONSULTANTS
3788 McCRAY STREET
RIVERSIDE, CA. 92506
PH. (951) 686-1070
FAX (951) 788-1256

I HEREBY CERTIFY UNDER THE SUPERVISION OF:

DANIEL T. BLOOMFIELD
REGISTERED CIVIL ENGINEER NO. 27418
3/31/25
DATE

	DATE
DESIGNED: SLB	
DRAWN: KDE	
TRACED:	
CHECKED: SLB	
SUBMITTED:	
SCALE:	

CITY OF IMPERIAL
IMPERIAL COUNTY, CALIFORNIA

SHOP TANK & ATEN TANK MODIFICATIONS AND NEW VENTILATION SYSTEM INSTALLATION

MISC. TANK DETAILS

BID NO. 2025-03

SHEET 4 OF 4

DWG. NO. CD-1

ISSUED FOR BID

EXHIBIT 2

BID Opening Act

BID No. 2025-03

Shop Tank & Aten Tank Modifications and New Ventilation System Installation

Bids received by: Aimee Osuna, Public Records Analyst

Were opened at: 400 S. Imperial Ave, Suite 102 **on:** August 28, 2025

By: Aimee Osuna

Witnessed by: Jenell Guerrero

Signature

Company	Total Bid Amount	Bid Bond
Spiess	$1,202,875.00	✓
Total Industries	$1,038,536.99	✓
Cera Constructors	$1,152,320.00	✓

Bids were given to Jenell Guerrero for study and recommendation for City Council.

8/28/25
Date

Agenda Item No. C-3

DATE SUBMITTED	09/12/2025
SUBMITTED BY	City Manager
DATE ACTION REQUIRED	09/17/2025

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	( )
RESOLUTION	( )
ORDINANCE 1ST READING	( )
ORDINANCE 2ND READING	( )
CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Approve the implementation of classification study recommendations for reclassifications, title changes, and new and updated job descriptions for the unrepresented Contract, MSPC, Seasonal and Part-Time classifications. Update the City's salary schedule to add classification titles and delete obsolete titles within the unrepresented groups.

DEPARTMENT INVOLVED: City Manager

BACKGROUND/SUMMARY:

Staff recommends the City Council approve the implementation of the classification study conducted by Gallagher for Contract, MSPC, Seasonal and Part-Time Unrepresented positions by approving the attached outlined changes:
- Reclassification list
- Title change list
- No changes to positions list
- New and updated job descriptions for all positions
- Update current salary schedule with classification changes
- Delete obsolete job classifications from the salary schedule

If approved, a budget amendment to the FY25-26 operating budget will be processed in Quarter 1 to adjust for the salary increase associated with the reclassifications. If approved, the effective date of these changes will be next pay period 09/29/25 - 10/12/25.

These changes will apply to Contract, MSPC, Seasonal and Part-Time Unrepresented classifications only, as labor discussions are ongoing with other bargaining groups. As discussed with employees and bargaining groups the compensation negotiations to consider market adjustments are expected to start in January and are not addressed at this time.

FISCAL IMPACT: NOT TO EXCEED

The fiscal impact for the reclassifications in FY25-26 is $28,146.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Recommendation to approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for all positions within the Contract, MSPC, Seasonal and Part-Time Unrepresented positions, and update the City salary schedule to reflect these changes.

DEPT. INITIALS: JA

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: JHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

Reclassifications for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Current Title	Current Range on Current Salary Schedule	Recommended Title	Range Recommendation on Current Salary Schedule	Action	Rationale
1	Cordero, Yvonne	Community Development	Planner II	77	**Associate Planner**	**85**	Reclassification	Reclassify to reflect body of work performed.
2	Anguiano, Luis	City Manager's Administrative Offices	Cybersecurity Administrator	86	**Cybersecurity Program Manager**	**92**	Reclassification	City independently recommends to reclassify to reflect work performed and industry standard.
3	Smith, Kristen	City Manager's Administrative Offices	Human Resources Manager	98	**Human Resources and Risk Management Director**	**102**	Reclassification	Reclassify to reflect body of work performed.
4	Haller, Ember	Library Services	Library Administrator	81	**Library Manager**	**98**	Reclassification	Reclassify to reflect managerial level work performed.
5	Mejorado, Olivia	City Manager's Administrative Offices	Executive Assistant	74	**Management Analyst**	**78**	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.

Title Changes for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Osuna, Aimee	City Manager's Administrative Offices	City Clerk	Public Records Analyst	**Assistant City Clerk**	Title Change	Title change to reflect body of work performed.
2	Manriquez, Victor	City Manager's Administrative Offices	Finance Department	Administrative Services Director	**Finance Director**	Title Change	Title change to reflect body of work performed.
3	Ramos, Ramiro	City Manager's Administrative Offices	Information Technology	GIS Project Manager	**Geographic Information Systems (GIS) Program Manager**	Title Change	Title change to reflect industry standards.
4	Luevano, Elizabeth	Library Services	Literacy Program Department	Literacy Coordinator	**Library Grant Coordinator**	Title Change	Title change to reflect body of work performed.
5	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	**Lifeguard**	Title Change	Title change to reflect body of work performed.
6	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader II (LG)	**Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
7	Reel, Aaron	Police	Police	Chief of Police	**Police Chief**	Title Change	Title change to reflect industry standards.
8	Amparano, Nancy	Parks and Recreation	Recreation Services and Special Events	Special Events Coordinator	**Recreation / Special Events Coordinator**	Title Change	Title change to reflect body of work performed.
9	Topete, Victoria	Parks and Recreation	Recreation Services and Special Events	Recreation Coordinator	**Recreation / Special Events Coordinator**	Title Change	Title change to reflect body of work performed.
10	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	**Recreation Leader I**	Title Change	Title change to reflect body of work performed.
11	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader II (Rec)	**Recreation Leader II**	Title Change	Title change to reflect body of work performed.
12	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	**Senior Lifeguard/Swim Instructor**	Title Change	Title change to reflect body of work performed.
13	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader III (Rec)	**Senior Recreation Leader**	Title Change	Title change to reflect industry standards.

No Changes for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Lopez, Erika	City Manager's Administrative Offices	Finance Department	Accountant	**Accountant**	No Change	Position is properly classified.
2	Vacant Unfunded	City Manager's Administrative Offices	City Manager's Office	Assistant City Manager	**Assistant City Manager**	No Change	Position is properly classified.
3	Garcia, Thomas	City Manager's Administrative Offices	City Manager's Office	Assistant to the City Manager	**Assistant to the City Manager**	No Change	Position is properly classified.
4	Vacant Funded	Community Development	Building & Safety	Building Inspection and Code Enforcement Supervisor	**Building Inspection and Code Enforcement Supervisor**	No Change	Position is properly classified.
5	Mortita, Dennis	City Manager's Administrative Offices	City Manager's Office	City Manager	**City Manager**	No Change	Position is properly classified.
6	Mora, Othon	Community Development	Community Development	Community Development Director	**Community Development Director**	No Change	Position is properly classified.
7	Vacant Funded	Community Development	Engineering	Community Development Project Manager	**Community Development Project Manager**	No Change	Position is properly classified.
8	Quintana, Diana	City Manager's Administrative Offices	Finance Department	Finance Manager	**Finance Manager**	No Change	Position is properly classified.
9	Vacant Funded	Public Services	Fleet and Facilities	Fleet & Facilities Supervisor	**Fleet & Facilities Supervisor**	No Change	Position is properly classified.
10	Ferrell, Alyssa	City Manager's Administrative Offices	Human Resources	Human Resources Analyst	**Human Resources Analyst**	No Change	Position is properly classified.
11	Zamudio, Adriana	City Manager's Administrative Offices	Human Resources	Human Resources Specialist	**Human Resources Specialist**	No Change	Position is properly classified.
12	Alvarez, Francisco	City Manager's Administrative Offices	Information Technology	Information Technology Analyst	**Information Technology Analyst**	No Change	Position is properly classified.
13	Estrada, Ramon Alejandro	City Manager's Administrative Offices	Information Technology	Information Technology Director	**Information Technology Director**	No Change	Position is properly classified.
14	Wolfe, Kathryn	Library Services	Library Department	Librarian	**Librarian**	No Change	Position is properly classified.
15	Vacant Funded	Library Services	Library Department	Library Page	**Library Page**	No Change	Position is properly classified.
16	Samaniego, Julia	Library Services	Literacy Program Department	Literacy Coordinator	**Literacy Coordinator**	No Change	Position is properly classified.
17	Vacant Funded	Library Services	Library Department	Lunch at the Library Intern	**Lunch at the Library Intern**	No Change	Position is properly classified.
18	Vacant Funded	Library Services	Library Department	Lunch at the Library Intern	**Lunch at the Library Intern**	No Change	Position is properly classified.
19	Lopez, Anthony	Parks and Recreation	Parks and Recreation	Parks and Recreation Director	**Parks and Recreation Director**	No Change	Position is properly classified.
20	Sheffield, Max	Police	Patrol	Police Captain	**Police Captain**	No Change	Position is properly classified.
21	Dale, David	Public Services	Public Services	Public Services Director	**Public Services Director**	No Change	Position is properly classified.
22	Guerrero, Jenell	Public Services	Public Services	Public Services Manager	**Public Services Manager**	No Change	Position is properly classified.
23	Mercado, Anthony	Public Services	Shop & Streets Department	Public Services Supervisor	**Public Services Supervisor**	No Change	Position is properly classified.
24	Kemp, Christopher	Public Services	Wastewater	Wastewater Plant Chief Operator	**Wastewater Plant Chief Operator**	No Change	Position is properly classified.
25	Vacant Funded	Public Services	Water Treatment Plant	Water Plant Chief Operator	**Water Plant Chief Operator**	No Change	Position is properly classified.

New Classifications for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Future Use	Community Development	Building & Safety	N/A	**Building Official**	New Class	City wishes to create a new class for future use. Will oversee Building & Code sections.
2	Future Use	Community Development	Community Development	N/A	**Community Development Project Coordinator**	New Class	City wishes to create a new class for future use.
3	Future Use	Community Development	Engineering	N/A	**Construction Project Coordinator**	New Class	City wishes to create a new class for future use.
4	Future Use	City Manager's Administrative Offices	Information Technology	N/A	**Geographic Information Systems (GIS) Analyst**	New Class	City wishes to create a new class for future use.
5	Future Use	City Manager's Administrative Offices	Human Resources	N/A	**Human Resources Technician**	New Class	City wishes to create a new class for future use.
6	Future Use	Library Services	Library Department	N/A	**Library Support Services Worker**	New Class	City wishes to create a new class for future use.
7	Future Use	Parks and Recreation	Parks Department	N/A	**Parks Maintenance Coordinator**	New Class	City wishes to create a new class for future use.
8	Future Use	Public Services	Wastewater	N/A	**Senior Collection System Worker**	New Class	City wishes to create a new class for future use.
9	Future Use	Parks and Recreation	Parks Department	N/A	**Senior Parks Maintenance Worker**	New Class	City wishes to create a new class for future use.
10	Future Use	Community Development	Planning	N/A	**Senior Planner**	New Class	City wishes to create a new class for future use.
11	Future Use	Public Services	Public Services	N/A	**Senior Maintenance and Utility Worker**	New Class	City wishes to create a new class for future use.
12	Future Use	Parks and Recreation	Recreation Services and Special Events	N/A	**Senior Recreation and Event Specialist**	New Class	City wishes to create a new class for future use.
13	Future Use	Public Services	Water Treatment Plant Department	N/A	**Senior Water Meter/Distribution Operator**	New Class	City wishes to create a new class for future use.
14	Future Use	Public Services	Water Treatment Plant	N/A	**Senior Water Treatment Plant Operator**	New Class	City wishes to create a new class for future use.

City of Imperial
Job Description Changes Pending CC 09/17/25

New or Revised Job Descriptions
Deleted Job Descriptions
Current Job Descriptions with No Changes

Job Descriptions

Accountant

Accounting Assistant I

Accounting Assistant II

Accounting Assistant III

Accounting Technician

~~Administrative Analyst~~

Administrative Assistant

~~Administrative Services Director~~

~~Administrative Technician I~~

~~Administrative Technician II~~

Animal Control Officer

Assistant City Clerk

Assistant City Manager

Assistant to the City Manager

Associate Planner

Building Inspection and Code Enforcement Supervisor

Building Inspector I

Building Inspector II

~~Building Inspector III~~

Building Official

Building Service Worker

City Manager

Code Enforcement Inspector

Collection System Worker I

Collection System Worker II

Community Development Director

Community Development Project Coordinator

Community Development Project Manager

Community Development Technician

~~Community Services Director~~

City of Imperial
Job Description Changes Pending CC 09/17/25

Construction Project Coordinator

Crew Leader Parks

Crew Leader Public Services

Criminal Analyst

~~Cybersecurity Administrator~~

Cybersecurity Program Manager

Distribution Utility Worker I

Distribution Utility Worker II

Engineering Technician/Inspector

Equipment Mechanic

Executive Assistant

Finance Director

Finance Manager

~~Financial Analyst~~

Fleet and Facilities Supervisor

General Maintenance Technician I

General Maintenance Worker I

General Maintenance Worker II

General Maintenance Worker III

Geographic Information Systems (GIS) Analyst

~~Geographic Information Systems Coordinator~~

Geographic Information Systems (GIS) Program Manager

~~Geographic Information Systems Project Manager~~

Human Resources Analyst

~~Human Resources Manager~~

Human Resources and Risk Management Director

Human Resources Specialist

Human Resources Technician

Information Technology Analyst

Information Technology Director

Information Technology Technician I

Information Technology Technician II

Information Technology Technician III

Lead Equipment Mechanic

City of Imperial
Job Description Changes Pending CC 09/17/25

Librarian

~~Library Administrator~~

Library Assistant

Library Grant Coordinator

Library Manager

Library Page

~~Library Supervisor~~

Library Support Services Worker

Library Technician

Lifeguard

Lifeguard/Swim Instructor

~~Lifeguard I~~

~~Lifeguard II~~

~~Lifeguard III~~

Literacy Coordinator

Lunch at the Library Intern

Maintenance Electrician

Management Analyst

Organic Waste Monitor

Parks and Recreation Director

Parks Maintenance Coordinator

Park Maintenance Worker I

Park Maintenance Worker II

Park Maintenance Worker III

Planner I

~~Planner II~~

~~Planner III~~

Police Captain

Police Chief

Police Chief's Administrative Assistant

Police Corporal

Police Officer

Police Sergeant

Police Services Officer I

City of Imperial
Job Description Changes Pending CC 09/17/25

Police Services Officer II

Police Services Officer III

~~Public Records Analyst~~

Public Services Director

Public Services Manager

Public Services Supervisor

~~Recreation Coordinator~~

Recreation/Special Events Coordinator

Recreation Leader I

Recreation Leader II

~~Recreation Leader III~~

Recreation Specialist

Senior Collection System Worker

Senior Lifeguard/Swim Instructor

Senior Maintenance and Utility Worker

Senior Parks Maintenance Worker

Senior Planner

Senior Recreation and Event Specialist

Senior Recreation Leader

Senior Water Meter/Distribution Operator

Senior Water Treatment Plant Operator

~~Special Events Coordinator~~

Wastewater Operator I

Wastewater Operator II

Wastewater Operator III

Wastewater Operator Trainee I (OIT I)

Wastewater Operator Trainee II (OIT II)

Wastewater Plant Chief Operator

Water Operator Trainee I (OIT I)

Water Operator Trainee II (OIT II)

Water Plant Chief Operator

Water Treatment Operator I

Water Treatment Operator II

Water Treatment Operator III

CITY OF IMPERIAL

JOB DESCRIPTION

ACCOUNTANT

SALARY: RANGE 75

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Finance Department

DEFINITION

Under direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal and statistical data, processing invoices, preparing analytical, narrative, statistical, and accounting reports, and providing information to the Finance Supervisor regarding accounting practices and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the City's accounting function. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides complex professional assistance in the administration and implementation of the City's financial, revenue, budget, and accounting programs, including budget monitoring and maintenance, financial analysis, and payroll processing.
- Analyzes and reconciles expenditure, revenue, and balance sheet accounts to comply with applicable federal, state, and local laws, rules, regulations, and ordinances; verifies availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates and administers a variety of accounting programs; prepares journal entries reconciles general ledger and subsidiary accounts related to postings from payroll and benefit processing, accounts payable, cash receipts, and accounts receivable; populates financial statements and reports.
- Participates in the compilation and preparation of annual budgets; provides revenue and expense projections and monitors budget to actual and encumbered expenditures.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.

- Receives, reviews, and processes various reports and records including encumbrance reports, payment authorizations, bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists management with special projects, as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of generally accepted accounting principles, fund accounting, best practices, governmental accounting, and financial reporting.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform accounting support work.
- Implement financial procedures and controls.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree in accounting, finance, business or public administration, or a related field.

Experience:
- Three (3) years of increasingly responsible experience in accounting and finance.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City’s needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

ASSISTANT CITY CLERK

SALARY: RANGE 78

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: City Manager's Office

DEFINITION

Under general direction, provides professional administrative and programmatic support for the daily operations, activities, and programs of the City Clerk's Division; plans and coordinates a comprehensive records management program; assists in the maintenance of official City documents and records; coordinates and manages the process and fulfillment of public records requests; provides highly responsible staff assistance to the elected City Clerk and City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for providing administrative and programmatic support for the operations and activities of the City Clerk's Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the functions of the City Clerk's Division. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, coordinates, organizes, and oversees a centralized records management program for the City, including recommending appropriate retention periods in accordance with legal and regulatory requirements and business needs; maintains and updates the City's records retention schedule; reviews records for compliance with retention schedules and for adherence to procedures and standards.
- Assists and guides City staff with indexing and maintenance of records pursuant to the established records retention schedule; provides information on records management policies and procedures; responds to questions and requests for information relating to City records practices.
- Receives and evaluates requests submitted under the Public Records Act; determines whether requests

can be prepared by the City Clerk's Office or distributes requests to appropriate department; tracks requests to ensure timely response; communicates in writing with any requestor in cases of unusual requests that may cause delays; compiles records for release upon approval by management.

- Provides assistance to the public and City staff by helping to identify records and information relevant to requests; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Serves as administrative support before, during, and after City Council meetings; prepares and posts Council agendas; attends meetings to assist with public comments and answers questions; follows up on Council actions to ensure timely preparation, indexing, and filing of agreements, resolutions, ordinances, and vital records.
- Coordinates the publication, posting, and distribution of legal notices for public meetings and hearings, and assures legal requirements are met.
- Assists with the organization and conduct of municipal elections; ensures noticing and Fair Political Practices Commission filing requirements are met under the Political Reform Act and Conflict of Interest Code.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the elected City Clerk and City Manager; prepares reports, correspondence, and statistical reports, as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal records management and public records requests.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures related to public agency recordkeeping and the City Clerk function.
- Meeting protocols, parliamentary procedures, and proper conduct and reporting of actions taken by a legislative body.
- Methods, techniques, and software utilized in locating responsive records f or public information requests.

- Fair Political Practices Commission procedures and regulations, election laws and procedures, and the Maddy Act.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate and manage assigned projects and programs.
- Develop and administer a comprehensive records management program.
- Perform mathematical calculations quickly and accurately.
- Assist in the administration of local elections.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Prepare official minutes, resolutions, and ordinances.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare, maintain, and update accurate detailed records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree in public or business administration, library information science, or a related field.

Experience:

- Three (3) years of increasingly responsible professional administrative experience in a government agency which involved the management of public records and/or compliance with laws regulating the activities of a governing body.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

ASSISTANT TO THE CITY MANAGER

SALARY: RANGE 98

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: City Manager's Office

DEFINITION

Under direction, provides highly responsible and complex staff assistance to the City Manager on a variety of difficult, complex, and sensitive administrative matters; develops and manages City-wide economic development projects and grants; coordinates and manages City-wide initiatives and programs; performs high-level research and analysis functions; coordinates assigned activities with other City departments, officials, outside agencies, and the public; manages public relations; serves as a liaison and represents the City with public and private organizations, community groups, advisory boards, and other organizations on behalf of the City Manager; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of City-wide initiatives, policies, and programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, coordinates, implements, promotes, and oversees programs, projects, and initiatives; participates in the development of goals, objectives, and priorities; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Coordinates City-wide projects which involve multiple stakeholders, elected officials, or are public-facing and require complex policy proposals or other issues which may be controversial and require

precision and care in the planning, development, and adoption phases; coordinates projects and activities across City departments.

- Manages and coordinates economic development work programs including business attraction, business retention, job creation, business assistance, marketing, and related functions; monitors economic development expenditures; assists with negotiations related to property transactions and claims; reviews and analyzes consultant reports; monitors legislative developments that may impact economic development.
- Assists in the development and reporting of alternate funding sources such as grants and ensures compliance with federal, state, City, and funding agency accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Develops, implements, and monitors the City-wide communications strategic plan; plans and coordinates communication efforts including internal and external communications; facilitates the preparation and dissemination of news releases; promotes community awareness through marketing and public relations strategies.
- Independently composes a variety of technical reports, letters, memoranda, correspondence, and other written materials for the City Manager; prepares and presents staff reports to the City Council and other Boards and Commissions.
- Manages public relations and develops a citywide communications strategic plan; serves as the City's Public Information Officer (PIO), overseeing media relations, public outreach, and social media management; receives, researches, and responds to public inquiries and complaints.
- Serves as a liaison and represents the City with public and private organizations, community groups, advisory boards, and other organizations on behalf of the City Manager; provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions; maintains effective and extensive professional relationships with representatives of other local, state, and federal agencies.
- Monitors, analyzes, and evaluates legislation and other intergovernmental activities affecting the City; assists in preparing and/or coordinates appropriate responses to legislation impacting City operations and the community at large; collaborates with legislative advocates and City departments to identify funding opportunities for major projects and City Council initiatives.
- Participates in the development and administration of departmental and program budgets; gathers, analyzes, and makes recommendations on budget requests; monitors revenues and expenditures; identifies and recommends resolutions for budgetary challenges; negotiates and oversees a variety of vendor contracts.
- Initiates requests for proposals as well as bids for projects and/or services; prepares specifications, solicitations, and requests for qualifications; obtains, reviews, and maintains bid results; negotiates agreements; supports the monitoring and administration of contracts.
- Attends various meetings, conferences, and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management, staff, commissions, committees, legislative officials, government agencies, and other organizations, as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, and practices of grant writing, funding, and administration.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of project and/or program management.
- Principles and practices of contract negotiation, preparation, and evaluation.
- Principles and practices of research, data collection, and report preparation.
- Principles and practices of economic development.
- Budget development, monitoring, and tracking techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Math, statistics, and accounting principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- Techniques for public relations and social media management.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and conduct effective management, administrative, and operational studies.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research and write grant proposals.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, communications, public relations, or a related field.

Experience:

- Four (4) years of increasingly responsible professional experience performing administrative and management analysis on a broad range of organizational issues in a public agency setting.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

ASSOCIATE PLANNER

SALARY: RANGE 85

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under direction, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work, land use studies, policy development recommendations, revisions, or implementation; prepares a variety of documents for compliance with state or federal environmental laws; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Planner. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the planner series. Positions at this level are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Planner in that the latter performs the more complex work assigned to the series, such as administering the codes, ordinances, and the City General Plan, advising the Community Development Director, the Planning Commission, various commissions and advisory committees, developers, contractors, administering related grants, and/or provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Reviews and analyzes proposed development projects for conformance with adopted City plans, design/architectural guidelines and standards, applicable codes and ordinances, and other regulations; prepares recommendations on approval of such projects.
- Evaluates entitlement applications for development projects including commercial, residential, mixed-use, and City code amendments; interfaces with different City divisions, departments, and local agencies; prepares related staff reports and presentations.

- Reviews proposed subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Conducts assessments of environmental issues in accordance with state and federal guidelines; prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies and staff reports related to development projects or City projects.
- Serves as initial contact and provides information and assistance at the public counter and over the telephone to the public, developers, property owners, other departments, and outside agencies regarding planning and land use inquiries, specific properties, development policies, and processing procedures; troubleshoots and resolves issues; provides customers with a better understanding of City policies and codes; provides decisive code interpretations and solutions.
- Conducts research for land use, zoning, code amendments, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues; prepares statistical tabulations, computations, charts, and graphs to illustrate studies these areas.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Performs site inspections for entitlement projects and zoning compliance as needed.
- Prepares and updates files and records.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including SB1813 Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:
- Three (3) years of professional planning experience in a municipal setting.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

BUILDING OFFICIAL

SALARY: RANGE 92

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Building Inspection Division within the Community Development Department, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Community Development Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions of the Building Inspection Division within the Community Development Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Inspection Division, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels;

recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Community Development Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the receipt and processing of building permits, construction plans, gas/electrical releases, and related applications; ensures these documents adhere to City standards.
- Conducts enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; ensures inspections adhere to building and municipal codes; governs the interpretation of building and municipal codes and regulations regulating structural, mechanical, electrical, plumbing, and related codes, construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Ensures an ongoing focus on responsibly reducing organic waste deposited in landfills and promotes finding ways to use organic waste products to benefit the environment.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Community Development Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Problems, trends, and approaches used in code inspection and enforcement programs.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Building Inspection Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Serve as a technical resource concerning building and municipal codes, permit application and approvals, utility account maintenance, and organic waste reduction.
- Explain violations, issue citations, and recommend corrective actions.
- Investigate reported code violations or nonpayment issues, explain violations and remediation steps, and recommend corrective actions.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Six (6) years of increasingly responsible experience in building inspection, code enforcement, or building construction, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

CITY MANAGER

SALARY: CONTRACT

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – Contract
Department: City Manager's Office

DEFINITION

Under general policy direction of the City Council, plans, organizes, manages, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; pursues appropriate avenues of economic and community development; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and policy direction from the City Council. Exercises supervision over all City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council, and responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and policies, procedures, and work standards; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the City Council.
- Oversees the development and administration of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.

- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Advises the City Council on legal, social, and economic issues, programs, and financial status; prepares and recommends long- and short-term plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; explains and interprets City-wide programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Directs the maintenance of working and official City files.
- Monitors and implements legal, regulatory, technology, and societal changes and court decisions that may affect the work of the City.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government; researches emerging products and enhancements and their applicability to City needs.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an elected City Council.
- Current social, political, and economic trends affecting City government and service provision.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Oversee all City financial activities, including development and implementation of the City budget and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Accurately assess organizational issues and opportunities and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, finance, or a related field.

Experience:
- Eight (8) years of increasingly responsible public agency administrative work experience including five (5) years in a senior management/executive level capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

COMMUNITY DEVELOPMENT DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Department, including municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, supervisory, professional, technical, maintenance, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Community Development Department programs, services, and activities including municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Coordinates engineering review, building and plan review inspections, planning review, and code enforcement activities; evaluates zoning change and conditional use requests; provides expertise, consultation, and assistance, and researches, analyzes, and reviews legislative proposals.
- Directs the preparation and maintenance of a variety of narrative and statistical reports including complex and sensitive special projects and reports; prepares and maintains records, agenda items, and files related to assigned activities and personnel; prepares and maintains the City General Plan, land use, zoning, growth management, annexation, and environmental and other written and oral reports.
- Directs the design of systems and facilities; oversees construction activities; compiles estimates, contract provisions, and specifications; approves completed plans and seeks funding for infrastructure improvement projects.
- Serves as a technical resource to the City Council, City Manager, Planning Commission, other City personnel, outside organizations, governmental agencies, and the public regarding issues related to planning services and activities; responds to inquiries and provides technical information concerning planning and building permits, zoning information, growth policies, land use ordinances, and planning strategies.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets

departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council, Planning Commission, and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Principles, practices, and programs related to community and urban development including planning, designing, maintenance, and construction.
- Civil engineering principles related to planning, traffic, streets, public buildings, and capital facilities.
- Municipal organizations and administration including City development policies and current City General Plan elements.
- Technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Read and interpret building plans and specifications.
- Gather data, prepare statistics, and present statistically findings both orally and in writing.
- Identify obstacles to project completion and negotiate with contractors and the public to address project deficiencies.
- Interpret, apply, and explain statistics to all levels of government and the public.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise narrative reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree in urban planning, architecture, engineering, construction management, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in land use planning, environmental law, economic development, redevelopment, and/or construction methods, including three (3) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certification as a Certified Building Official (ICC or ICBO) and/or Registration as a Licensed Civil Engineer (P.E.), to be maintained throughout employment.
- Possession of a valid certification from the American Institute of Certified Planners (AICP), and/or possession of International Conference of Building Officials (ICBO), to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

COMMUNITY DEVELOPMENT PROJECT COORDINATOR

SALARY: RANGE 69

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff responsible for the direct delivery of one or more Community Development programs, services, and activities; facilitates and aligns daily operations; coordinates project information across departmental and functional areas; receives developer deposits and state and federal reimbursements; provides technical and specialized assistance to management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Development Department. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, organizes, coordinates, and participates in the work of staff responsible for Community Development programs; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Ensures organizational effectiveness; facilitates, coordinates, and aligns daily operations and logistics; maintains appointment, meeting, and department schedules; coordinates the reservation of meeting spaces; arranges travel accommodations; develops standard processes for composing correspondence, reports, and manuals; produces capital project reimbursement documentation.
- Supports departmental projects requiring coordination of activities across departmental and functional lines; ensures cross-functional projects align with organization-wide goals and objectives.

- Receives and tracks developer deposit funds and fees; adjusts for state and federal reimbursements; maintains records.
- Provides customer service in person, by phone, and via email; assists with complaint mediation and de-escalation; fosters connections between developers, residents, consultants, and City staff.
- Interprets, applies, and explains laws, rules, regulations, policies, and procedures for the public.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of records and files.
- Supports special projects and procedures addressing organizational effectiveness; researches and identifies alternative approaches; justifies improvement recommendations; implements approved action plans.
- Maintains documents, files, and records; processes and forwards mail internally; accurately enters, reviews, and updates information in the City's computerized systems.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Maintains accurate records of services and activities.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of operations research and organizational practices and theories.
- Methods used in the collection, analysis, interpretation, and reporting of data.
- Financial record-keeping techniques.
- Project management and contract administration.
- Activity coordination with related departments to assure organizational effectiveness.
- Arithmetic and statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate activities with related departments to ensure organizational effectiveness.
- Perform a variety of complex duties related to the collection, analysis, interpretation, and reporting of data.
- Assist in diagnosing organizational problems and participate in the development of solutions to increase efficiency and productivity.
- Determine appropriate course of action within clearly defined guidelines.
- Analyze research data and prepare reports, summaries, and recommendations, as well as records management.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Three (3) years of successful experience in an administrative support or project coordination role.

Licenses and Certifications:

- None required.

HYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

CONSTRUCTION PROJECT COORDINATOR

SALARY: RANGE 76

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under general supervision, performs administrative and technical duties in the inspection and construction of City projects; reviews encroachment permits and traffic control plans; assists in, plans, and coordinates construction and engineering activities relating to City Public Works infrastructure development and repair projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Development Department. Incumbents have responsibility for independently coordinating and implementing the inspection and construction functions for Public Works infrastructure development and related projects. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Conducts daily construction inspections for various streets, traffic control, water and sewer facilities, and related projects; observes and records site conditions; monitors construction for conformance with approved plans; documents construction progress against project schedules; visually determines construction material conformance to standards.
- Supports the grant development process, including researching potential funding opportunities, drafting compelling proposals, and ensuring alignment with the City's vision and departmental objectives.
- Prepares inspection reports; takes fields notes; records qualitative and quantitative data; calculates statistics; enters data into systems.

- Researches, reviews, and analyzes legal description records to verify property ownership and rights of way; surveys and stakes property lines and grades; checks existing and future monumentation; operates surveying equipment and updates surveying computerized systems; operates, maintains, and troubleshoots a survey drone.
- Reviews encroachment permit and traffic control plan applications; receives application documents; retrieves and considers related plans, reports, permits, and files; drafts comments and prepares recommendations for the Construction Project Manager; responds to requests for information.
- Assists in the preparation of plans, specifications, and estimates for the improvement of Public Works projects; participates in checking and reviewing development plans; reviews specifications and cost estimates.
- Participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable engineering standards; coordinates design plans to meet accessibility standards within public Right of Way.
- Assists with receiving, investigating, and responding to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; responds to resident requests for service; fosters collaboration in resolving problems; explains priorities, programs, and policies.
- Maintains accurate records of services and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Construction and engineering principles, methods, and practices as applied to public works, including planning, development, design, and construction.
- Methods and practices of public works construction management.
- Proper use of construction materials and equipment.
- Safety requirements and procedures pertaining to work practices.
- Principles and methods of cost estimating and evaluating appropriate construction materials for projects.
- Mathematics through trigonometry as applied to land surveying and pertinent standard engineering calculations.
- Specialized equipment and technology used in surveying including surveying instruments, scanners, plotters, computed assisted drafting, geographic information systems, drone operation, and associated software and/or database programs.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research and prepare engineering and other related reports.
- Assist in developing plans to meet future City needs/services.
- Support the implementation of solutions to difficult construction-related problems.
- Detect and locate faulty materials and work and determine the stage of construction during which defects are most easily found and remedied.
- Read and interpret construction and engineering plans and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework in engineering or a related field.

Experience:
- One (1) year of experience performing paraprofessional engineering functions in a municipal agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift,

carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

CYBERSECURITY PROGRAM MANAGER

SALARY: RANGE 92

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Department of Innovation and Technology

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the functions and activities of the City's Cybersecurity program; provides advanced support for specialized hardware and software; secures and maintains the City's electronic data; maintains reliable and secure access to data and the City's network infrastructure via personal computers and mobile devices; coordinates projects and activities with other City departments and outside agencies; participates in the development of cybersecurity policies and strategies; provides highly responsible staff assistance to the Information Technology (IT) Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the IT Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the operations of the City's Cybersecurity program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the City's Cybersecurity program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees program budget(s); determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and

equipment; ensures compliance with budgeted funding.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality; oversees the work of consultants.
- Maintains firewalls, network and host intrusion prevention/detection systems, virtual private networks, threat intelligence platforms, endpoint protection, security training platforms, email security, forensic tools, and public/private/hybrid cloud infrastructure; identifies and accesses management systems and physical security systems.
- Manages security incident responses; performs threat-hunting activities using security operations center tools; analyzes technologies and establishes effective processes and protocols to ensure comprehensive protection exists to prevent unauthorized entry into the City's networks and systems.
- Understands breach and attack simulation solutions to validate and improve the effectiveness of preventive controls and incident response.
- Motivates employees to maximize rigorous system security controls, focusing on reducing complexity and maturing security practices.
- Maintains and troubleshoots multiple assigned systems; coordinates hardware and software issues with both internal and external support groups; documents and resolves issues related to system updates, implementation, installation, inefficiencies, and integrations; troubleshoots, designs, and tests computer, network hardware, and configurations.
- Configures and maintains the City's network including software, servers, and appliances such as routers, switchers, virtual servers, security, anti-virus, and intrusion detection systems; oversees and monitors network and server performance; provides backup network and desktop support, as needed, including providing on-call support.
- Plans, designs, specifies, documents, installs, repairs, and/or upgrades hardware, software, and related infrastructure for technology related projects.
- Implements and manages disaster recovery and back-up procedures, process improvements, automation, impact assessments, recovery planning, and annual testing exercises.
- Evaluates and recommends new automated technologies and/or business process improvements.
- Provides work direction and mentoring to technical staff, as necessary; assumes supervisory duties to subordinate staff and consultants, as assigned.
- Configures and maintains the City's telephony system including servers, appliances, phones, and other related and software.
- Oversees and participates in project management for both new system implementations and enhancements to existing systems and services; utilizes project management techniques and tools, such as Microsoft Project, to effectively manage system implementations and upgrades.
- Maintains confidentiality of work-related issues and City information.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the IT Director; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as

required; establishes and maintains of working and official program files; ensures the proper documentation of operations and activities.

- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in cybersecurity operations.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Cloud-based security solutions and Application Programming Interface (API).
- Procedures, principles, and practices for the installation, configuration, upgrading, operation, and troubleshooting of computer hardware, software, and peripherals, including printers.
- Diverse communication technologies and standards for network operations, including network operating systems, security, cabling, and inter-networking principles with local and wide area networks and related systems and hardware.
- Microsoft desktop and server operating systems, mobile operating systems, and related networking environments.
- Server and desktop virtualization, Storage Area Networks, disaster recovery, and IT security.
- Web design, graphic arts, audio/visual equipment, and related software.
- Principles and practices of strategic planning.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, develop, implement, and administer a comprehensive Cybersecurity program.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Direct the maintenance of a variety of filing, recordkeeping, and tracking systems.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Use analytical and problem-solving skills, with the ability to think critically and creatively to solve complex security challenges.
- Define problems, establish facts, and draw valid conclusions.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment.
- Build effective teams and providing efficient customer service.
- Install, configure, upgrade, and troubleshoot operating systems and software.
- Install, configure, troubleshoot, and repair computers systems, monitors, network infrastructure, and peripherals such as printers and related hardware.
- Work in a fast-paced environment with shifting priorities and potential for high-pressure situations.
- Interpret and evaluate statistical data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in information technology, computer science, or a related field.

Experience:

- Three (3) years of professional information technology experience, including at least two (2) years of increasingly responsible experience in implementing and administering network security applications and related devices.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

EXECUTIVE ASSISTANT

SALARY: RANGE 74

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: City Manager's Office

DEFINITION

Under direction, performs a variety of advanced and confidential administrative duties in support of the City Manager, Assistant City Manager, Mayor, and City Council; conducts special projects and/or research as requested by management; acts as first point of contact for the City Manager's office and provides customer service to City staff and the general public over the phone, in person, or via email; handles confidential materials and complex public relations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This advanced journey-level classification in the administrative support series is responsible for performing advanced and confidential administrative support duties. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides executive and administrative support to the City Manager by assisting with issues and performing duties of a complex, sensitive, and/or confidential nature requiring in-depth knowledge of the department's programs/projects, operational details, services, and City-wide services, policies, and procedures.
- Acts as the first point of contact and liaison between the City Manager, outside agencies, or the public; responds to or refers inquiries for services to appropriate staff and/or resources; receives and evaluates complaints directed to the City Manager and recommends and/or initiates an appropriate response and course of action upon approval; tracks, monitors, and provides follow up on complaints and their resolution with City management.
- Receives and screens visitors, directing visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws,

rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.

- Independently composes, edits, proofreads, and submits staff reports, fiscal, budgetary, operational, and other reports, contracts, agreements, amendments, various correspondence, and informational materials; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Maintains and coordinates multiple calendars and schedules meetings, appointments, and event appearances; makes conference, travel, and meeting arrangements for the City Manager, Mayor, and City Council.
- Participates in preparation and administration of department budget; works with department staff and management to identify resource needs, prepare cost estimates and justification, and prepare budget worksheets; monitors expenditures.
- Performs various accounting and budget support work such as monitoring budgets, purchase orders, and account balances; processes, reconciles, and verifies payment vouchers, check requests, and invoices; assists in preparation of annual budget documents.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destruction of files.
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of office support service delivery methods and policies and procedures; identifies opportunities for improvement and recommends to assigned supervisor; implements improvements upon approval.
- Assists in planning, coordinating, and conducting various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review.
- Assists with department personnel and payroll functions such as confidential personnel records maintenance, leave tracking, personnel action forms, and various other department-level personnel services.
- Performs other clerical support work as required which may include but is not limited to, updating and maintaining websites and social media, copying and collating documents, opening and distributing mail, processing outgoing mail, and monitoring and ordering office and other related supplies.
- Plans, organizes, and coordinates various department-specific and/or City-wide ceremonies, events, and meetings; represents the department at community events; may coordinate or attend meetings as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- Budget monitoring and tracking techniques.
- Basic principles and practices of grants and contract administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures.
- Assist in developing and administering a division budget.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework in business administration, accounting, management, or a related field.

Experience:

- Three (3) years of increasingly responsible experience supporting executive management level staff.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

FINANCE DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Finance Development

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including accounting and financial planning, forecasting and reporting, budget development and administration, cash and asset management, and internal controls; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities including accounting and financial planning, forecasting and reporting, budget development and administration, cash and asset management, and internal controls.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Oversees and participates in City-wide budget functions to include preparation, development, delivery, monitoring, and administration of the City budget and multi-year fiscal plans; collaborates with other department leaders to ensure a culture of financial accountability within their departments; develops and analyzes financial forecasts to ensure sustainability of current and future operations.
- Directs and participates in preparing and maintaining various financial and statistical records, statements, and reports related to budgets, accounts, funds, income, expenditures, taxes, and payroll; audits and analyzes mandated reports and ensures timely submission to appropriate state, federal or other funding agencies.
- Plans, organizes, and directs accounting operations including accounts payable, accounts receivable and payroll; oversees the processing of invoices and distribution of payments; ensures accurate and timely payroll processing; monitors the receipt, verification, and processing of incoming monies and deposits.
- Oversees and participates in the annual closing of the City's financial records; coordinates annual independent audits and prepares related schedules and confirmations.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Principles and practices of governmental accounting, public finance administration, budgeting, auditing, reconciliation, and public agency revenue management.
- Principles and practices of financial record keeping, analysis, control, and reporting.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Apply Generally Accepted Accounting Principles (GAAP) in a municipal finance setting.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration or a related field.

Experience:
- Seven (7) years of increasingly responsible experience in accounting and/or finance in a municipal or similar setting, including three (3) years of experience in a management or administrative capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

FINANCE MANAGER

SALARY: RANGE 98

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Finance Development

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Finance Division within the City Manager's Administrative Offices, including accounting, business licenses, and utility billing; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the accounting, business license and utility billing functions of the Finance Division within the City Manager's Administrative Offices. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for accounting, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Finance Division, including accounting, business licenses, and utility billing.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted

funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Finance Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Compiles facets of the annual budget document for the Finance Director's consideration; provides information on annual budget requests as required; participates in the preparation of the annual position payroll budget; drafts financial forecasts to ensure sustainability of current and future operations.
- Advises City departments, other governmental agencies, and the public on City financial and accounting practices, policies, procedures, and data.
- Troubleshoots issues and seeks consultation related to automated financial and timekeeping systems; implements and coordinates with payment gateways to receive online credit card payments.
- Coordinates and supervises the annual financial audit including special audits performed by regulatory agencies.
- Participates in the annual closing of the City's financial records; supports annual independent audits and prepares related schedules and confirmations.
- Monitors expenses and revenues to ensure estimations are on target; recommends realignments during the mid-year budget review if necessary.
- Monitors revenue collection ensuring revenues are processed in a timely manner and properly recorded; transfers funds to cover City cash demands and generate interest revenue; monitors the City's investments.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Finance Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of municipal accounting and finance.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, methods, and techniques of generally accepted accounting principles, fund accounting, best practices, governmental accounting, auditing, and financial reporting.
- Internal control and compliance audit principles and practices.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Finance Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Implement financial procedures and controls.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, or a related field.

Experience:
- Six (6) years of increasingly responsible experience in municipal accounting support, including two (2) years of experience in a lead or supervisory capacity.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

SALARY: RANGE 78

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Department of Innovation and Technology

DEFINITION

Under direction, performs a variety of professional, technical, and analytical duties in the development, maintenance, and implementation of the City's geographic information system (GIS); participates in the long-term development and enhancement of GIS information technology to meet City mapping and end-user service objectives; conducts spatial analyses; provides expertise, support, assistance, and guidance to City staff and external contacts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional, technical, and analytical duties in support of the City's geographic information systems. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Analyzes, evaluates, and consults with City departments regarding GIS system software needs and requirements, including identifying, designing, and developing system software and web applications to allow staff across multiple departments to work more efficiently.
- Manages GIS projects, including planning, execution, and reporting, ensuring projects are completed on time and within scope.
- Plans, coordinates, installs, implements, tests, and maintains databases and applications of the GIS software system; integrates system data and functionality with other specialized applications; ensures the accuracy, integrity, and consistency of data.
- Provides assistance and technical support on GIS software and other related systems; monitors system utilization and recommends appropriate revisions to processes and procedures.
- Provides cartographic and geospatial support for City divisions, departments, and projects by gathering, reviewing, and integrating spatial data to create and design a variety of maps, charts, displays, graphics,

and other graphic materials; creates interactive and informative data visualizations and dashboards to communicate spatial information effectively.

- Monitors changes in GIS software technology and applications, recommends improvements and upgrades, and implements changes after approval; learns new systems and programs as dictated by future technological advancements and City needs.
- Prepares grant funding applications for identified City-wide GIS projects, including implementing, administering, monitoring, and reporting grant funding activities according to applicable grant regulations.
- Manages all aspects of global positioning system (GPS) surveying including training, troubleshooting, conducting field surveys, and processing and integrating data into the GIS program.
- Oversees and directs research to identify, acquire, and integrate data from other agencies and organizations into the City's data library; maintains and updates the City's information catalogue.
- Serves as a technical resource to all City departments; explains technical information to non-technical end users, including assisting them in accessing and interpreting GIS and asset management information; trains end users on the use, functionality, and best practices of the GIS and asset management systems.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in technology related to GIS operations and administration; researches, recommends, and evaluates vendor solutions and technologies; implements improvements; works with staff to maintain, revise, or improve operations and systems.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technology, hardware, software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation, and spatial analysis.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Equipment and instruments used in GPS surveying.
- Cartography concepts.
- Principles of mathematics and statistics and their application to GIS support work.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Research techniques, methods, and procedures.
- Technical report writing practices and procedures.
- Principles, practices, and procedures of recordkeeping and filing systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand, evaluate, and translate the needs of GIS users into system requirements.
- Plan, coordinate, and implement a broad-based GIS software program that includes effective database development, management, accessibility, and systems integration.
- Identify, evaluate, and solve GIS programming problems; design and implement new or revised systems and procedures for the automation of information processing.
- Install, configure, test, upgrade, and maintain GIS and asset management databases.
- Create, manipulate, and maintain a comprehensive library of spatial data tables and layers.
- Create and modify maps, plans, and illustrative graphics using GIS software.
- Read and interpret maps, drawings, and aerial imageries.
- Develop and maintain technical operating instructions and documentation, train users on software applications and hardware usage.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in geographic information systems, geography, computer science, or a related field.

Experience:
- Two (2) years of professional level experience in the development and maintenance of geographic information systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to work in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM MANAGER

SALARY: RANGE 92

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Department of Innovation and Technology

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the functions and activities of the City's GIS program; coordinates projects and activities with other City departments and outside agencies; participates in the development of policies and strategies for GIS; provides highly responsible staff assistance to the Information Technology (IT) Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the IT Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the operations of the City's GIS program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the City's GIS program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees program budget(s); determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality; oversees the work of consultants.
- Oversees the development, maintenance, and management of geospatial data, databases, and applications; ensures the accuracy, integrity, and reliability of GIS data through quality assurance processes.
- Manages GIS projects, including planning, execution, and reporting, ensuring projects are completed on time and within scope.
- Prepares grant funding applications for identified City-wide GIS projects, including implementing, administering, monitoring, and reporting grant funding activities according to applicable grant regulations.
- Serves as a technical resource to all City departments; explains technical information to non-technical end users, including assisting them in accessing and interpreting GIS and asset management information; trains end users on the use, functionality, and best practices of the GIS and asset management systems.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the IT Director; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains of working and official program files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in GIS operations.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Technology, hardware, software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- GIS programs and initiatives.
- Strategic plans for GIS programs and initiatives.
- Data governance principles and practices for maintaining data quality and integrity.
- Principles of mathematics and statistics and their application to GIS support work.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, develop, implement, and administer a comprehensive GIS program.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Conduct strategic planning for assigned projects.
- Address complex GIS challenges and align GIS initiatives with City goals.
- Ensure the accuracy and reliability of GIS data.
- Manage a diverse portfolio of GIS projects requiring the ability to prioritize, allocate resources, and oversee project execution.
- Evaluate new GIS technologies and tools to assess their suitability for the City's needs.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the maintenance of a variety of filing, recordkeeping, and tracking systems.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and evaluate statistical data.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in geographic information systems, geography, computer science, or a related field.

Experience:
- Four (4) years of increasingly responsible experience in the development and maintenance of geographic information systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

HUMAN RESOURCES ANALYST

SALARY: RANGE 78

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Human Resources and Risk Management

DEFINITION

Under direction, performs complex and varied professional work required to administer human resources programs, including recruitment, benefits administration, job analysis and classification, compensation, training and development, employee and labor relations, and risk management activities; performs research and analysis; provides consulting services to City departments and management related to all aspects of human resources programs and activities; performs research and analysis; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of Human Resources programs, functions, and activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides support and guidance to employees, department representatives, and management on a variety of human resources program areas including recruitment, benefits administration, job analysis and classification, compensation, training and development, employee and labor relations, risk management, performance management, employee development, and equal employment opportunity.
- Participates in the development, implementation, and evaluation of new or revised human resources programs, policies, procedures, documents, and forms; researches and drafts policies.
- Advises and assists City staff with the interpretation and application of Memoranda of Understanding, City policies and procedures, and Personnel Rules and Regulations.
- Plans, schedules, and coordinates recruitment activities for a variety of job classifications; coordinates and participates in new employee onboarding activities.

- Provides support and guidance to employees and management on leave administration; reviews and analyzes leave requests and/or applications; makes recommendations for approval; administers leaves; prepares correspondence; ensures legal compliance.
- Performs job analysis and develops new or revised classification specifications; participates in organization and staffing studies of City departments.
- Participates in administering the City's multi-tiered employee benefits programs; acts as liaison to various third-party benefits administrators and health carriers; conducts City-wide open enrollment for benefits; prepares open enrollment benefit materials and literature; explains program provisions, procedures, and eligibility requirements.
- Coordinates employee relations activities and initiatives to increase employee engagement; creates and distributes related media.
- Provides support for labor relations activities including attending negotiation meetings, explaining and interpreting survey data, note taking, researching issues, and responding to requests for information; participates in meet and confer sessions with employee groups on classification description, compensation recommendations, and other human resources activities.
- Assists in responding to grievances and harassment and discrimination complaints; participates and/or advises department personnel in conducting workplace investigations; assists in administering disciplinary actions if necessary; advises involved parties of possible solutions.
- Provides technical support and guidance to employees and department representatives to determine reasonable accommodations to work restrictions under the Americans with Disabilities Act (ADA), including researching accommodation options and engaging in interactive meetings with affected employees, department representatives, and risk management staff.
- Assists with a variety of risk management activities; monitors and coordinates Workers' Compensation and disability claims; monitors and manages records for claims and litigation.
- Performs departmental risk assessments and inspections; meets with City department heads to discuss, address, and mitigate safety concerns and risks.
- Develops, selects, schedules, and presents staff training programs; coordinates and maintains training records including compliance monitoring.
- Conducts research and analysis on human resources issues and for special projects; prepares comprehensive records and reports; prepares and submits departmental, staff, and agenda reports and correspondence for the City Manager, City Council, and various other commissions and committees.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to assigned organizational functions; assists in the modification of programs and procedures to ensure compliance with local, state, and federal requirements, as appropriate.
- Oversees the maintenance and retention of departmental records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of public sector human resources administration in the areas of employment, compensation and classification, Workers' Compensation, employee safety, employee development, training, and benefits administration.

- Methods and techniques of research and analysis of personnel administrative and statistical data.
- Principles of city government organization, functions, and management.
- Principles of municipal administration and budgeting.
- Basic labor relations and negotiations processes and employment law.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of complex duties related to the collection, analysis, interpretation, and reporting of data for City-wide human resources policy planning and system implementation.
- Understand and analyze statistical information.
- Make complete and accurate analyses and recommendations on a variety of personnel areas.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials and make effective public presentations related to the area of assignment.
- Implement and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform moderately difficult and/or complex professional administrative and analytical work requiring sensitivity to issues.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Maintain accurate files and records.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business administration, public administration, or a related field.

Experience:

- Three (3) years of increasingly responsible human resources administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

HUMAN RESOURCES AND RISK MANAGEMENT DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Human Resources and Risk Management

DEFINITION

Under administrative direction, plans, organizes, manages, provides administrative direction and oversight, and participates in all of the functions and activities of the Human Resources and Risk Management Department, including human resources administration, risk management, benefits administration, and employee and labor relations; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources and Risk Management Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Human Resources and Risk Management Department programs, services, and activities including risk management, occupational safety, Worker's

Compensation, liability insurance, recruitment and selection, employee benefits administration, leave administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, and general human resources administration.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Ensures compliance with a variety of laws, codes, regulations, and judicial directives related to employment, insurance, and loss control; identifies areas of non-compliance and initiates corrective action.
- Provides technical consultation and guidance to City management and staff to navigate various employment related issues and concerns.
- Directs, oversees, and investigates grievances involving City employees; oversees appeals procedures; counsels employees, supervisors, and administrators regarding discipline, complaints, human resource practices, and working conditions.
- Oversees labor relations; participates in labor negotiations; meets and confers with bargaining units; provides guidance and resolves disputes concerning the interpretation of memoranda of understanding, personnel policies, and rules.
- Ensures confidentiality of patient health care information; develops and implements related policies, procedures, and activities; documents, investigates, and responds to patient complaints regarding confidential health care information.
- Provides direction and programmatic development for risk management programs; ensures compliance with local, state, and federal employee health and safety requirements; evaluates, administers, and directs Workers' compensation programs, liability claims, and unemployment programs; coordinates activities with City Administration, insurance carriers, government agencies, attorneys, and others.
- Administers the City’s multi-tiered employee benefits and retirement programs; coordinates insurance services with third-party benefits administrators and health carriers; oversees the City-wide open enrollment process for employee benefit changes.

- Determines employee training and development needs; coordinates personnel training and employee education programs.
- Maintains accuracy of the City-wide classification system; conducts job analyses for employee reclassification requests; directs and participates in salary surveys and analytical studies related to classification and compensation.
- Monitors and oversees recruitment, selection, and employee performance evaluation procedures in compliance with established City policies; acts as the City's Equal Employment Opportunity Officer;
- Directs the preparation of centralized human resource records and files; prepares reports for the City Council and regulatory agencies.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal human resources and risk management; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Principles, practices, and techniques of human resources administration in a municipal setting, including recruitment, selection, equal employment opportunity, job analysis and classification,

compensation, benefit analysis and administration, leave administration, risk management, worker's compensation, occupational safety, and employee and labor relations programs.
- Technical, legal, financial, and public relations issues associated with the management of human resources programs and activities in a municipal setting.
- Principles of managerial analysis and organizational design.
- Basic arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Read, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively administer a variety of human resources programs and administrative activities.
- Represent the City effectively in negotiations and other dealings with employee representatives on a variety of issues.
- Analyze, classify, and rate risk, exposure, and loss expectancies; evaluate alternatives and make recommendations on courses of action to mitigate risk and loss.
- Effectively represent the City in claims hearings, litigation, and settlement meetings.
- Ensure the confidentiality of sensitive employee information for applicants and current and past employees.
- Identify and respond to issues, concerns, and requests from employees, labor groups, executive team members, City Councilmembers, and the community.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in human resources administration, risk management, and labor relations programs for a public agency, to include two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST

SALARY: RANGE 80

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Human Resources and Risk Management

DEFINITION

Under general supervision, performs a wide variety of highly responsible, complex, and technical administrative duties relating to Human Resources programs and functions, including in the areas of recruitment and selection, Workers' Compensation, and benefits administration; provides information and assistance to City employees and the public regarding human resources activities, processes, policies, and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing paraprofessional duties in support of multiple Human Resources programs and functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Answers incoming telephone calls; provides information and answers questions; addresses employee and applicant issues and concerns; refers issues to the appropriate staff or department; greets visitors.
- Completes and processes a variety of forms and records requests, including for disability claims, work related injuries, wage garnishments, and employment verification.
- Maintains and updates employee personnel files; receives and tracks employee performance evaluations and processes related to salary wage changes in HRIS and appropriate databases; maintains employee vehicle registration and insurance information as required; schedules and documents bilingual testing for employees.
- Participates in coordinating the recruitment and selection process; prepares and posts job announcements; forwards applicant information to hiring managers; prepares materials for interview panels; communicates with candidates regarding their application status.

- Coordinates pre-employment processes; assists in the preparation of job offer letters; schedules live scan fingerprinting and pre-employment drug, medical, and TB testing and physical assessments as appropriate.
- Conducts new hire orientation; compiles, completes, and files related documentation; inputs new employee information in HRIS and appropriate databases; informs IT of new hire technology needs.
- Coordinates Workers' Compensation claims, including providing and collecting relevant information, processing forms, communicating with employees and related third parties, and updating management on the status of claims.
- Participates in the administration of employee and retiree benefit programs including group life, health, and disability insurance; prepares benefit information packets; assists with claim processing, reconciliation, and invoice payments.
- Coordinates the provision of safety, health, and risk prevention training with other City departments.
- Receives and maintains employee certifications related to supplemental or differential payments; completes or reviews related forms for accuracy and completeness; forwards information to appropriate departments for further action.
- Compiles and submits information for regulatory reports, including to Employment Development Department, Department of Labor, California Joint Powers Insurance Authority, and other agencies.
- Prepares various forms of correspondence and communication including letters, reports, bulletins, announcements, and memoranda; maintains electronic communication information.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources, including recruitment and selection, employee benefits administration, employee training and development, Workers' Compensation, and general human resources administration.
- Basic benefit program principles and practices, including claims processing, benefits reporting, and insurance/benefit plan recordkeeping.
- Standard employee benefit plans, coverages, and insurance recordkeeping requirements.
- Methods and techniques of conducting employee orientation sessions.
- Operations and requirements of the City's HRIS and database systems.
- Business letter writing and standard formats for reports and correspondence.
- Principles and practices of research, data collection, and report preparation.
- Recordkeeping principles and procedures.
- Policies, procedures, personnel rules, and labor contract provisions related to areas of assignment.
- Administrative policies relating to wage and hour issues, hiring, and other personnel actions.
- Business mathematics.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical and administrative support to the City's Human Resources programs and functions.
- Review documents for completeness and accuracy.
- Review and reconcile a variety of employee records.
- Perform detailed administrative support work accurately.
- Develop, organize, and maintain accurate reports and complex filing systems.
- Understand and apply a wide variety of human resources regulations, policies, and procedures.
- Prepare and present information on a variety of subjects in a clear and concise manner.
- Understand, explain, and apply laws, rules, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Assist employees with completion of a variety of human resources forms and changes.
- Make accurate arithmetic and statistical computations.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting City employee relations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in human resources management, business administration, or a related field.

Experience:
- Two (2) years of increasingly responsible experience providing technical or paraprofessional human resources or clerical support in support of Human Resources programs and functions for a municipality.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN

SALARY: RANGE 68

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Human Resources and Risk Management

DEFINITION

Under general supervision, the Human Resources Technician performs a variety of responsible clerical, technical, and office administrative human resources support functions. This includes assisting with the administration of benefits and compensation, talent acquisition, recruitment, and selection, onboarding and offboarding, training and development coordination, performance management, policy development and compliance, employee relations, and leave administration. This role also involves providing technical information and general assistance to employees and the public, preparing and reviewing human resources records, and providing technical and clerical support to higher-level staff. The technician also assists in completing various human resources studies and reports and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an experienced-level paraprofessional class responsible for providing assistance to higher level staff and performing the full range of technical work in all of the following areas: recruitment, testing, and selection; classification and compensation, and benefits administration; training and development programs and employee engagement activities; employee relations and leave administration; in addition to performing a variety of record keeping with the highest degree of confidentially, administrative, and technical support activities. Positions at this level require minimal instruction as they are fully aware of the operating procedures and policies of the department. Successful performance of the work requires the frequent use of tact and discretion. The role requires extensive contact with staff, the public, and other departments, as well as a thorough knowledge of departmental and City activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assist in the administration of compensation and benefits plans by processing enrollments, changes, and terminations in the payroll and benefits administrators' systems, serving as a point of contact for employee benefits inquiries, and assisting with open enrollment to update annual benefit elections and resolve issues promptly.
- Assist with the full cycle of talent acquisition, including posting job advertisements, coordinating

interviews, and processing all pre-employment paperwork such as background checks and new hire physicals.
- Prepare and organize orientation materials, coordinate and facilitate onboarding sessions for new hires, and process all necessary exit paperwork for departing employees.
- Prepare and updates information in personnel database records, including new positions, vacancies, promotions, and performance evaluation records.
- Process personnel actions involving terminations, resignations, promotions, and retirements.
- Assist with the coordination of various training programs, setting up sessions with necessary equipment and materials, and managing an inventory of training and engagement supplies.
- Act as a point of contact for general HR inquiries, providing support on various HR-related topics and promoting HR programs to foster an efficient and conflict-free workplace environment.
- Maintain and update employee personnel files in both electronic and paper formats, gather and analyze data for HR metrics, and ensure the confidentiality of all sensitive employee information.
- Enter salary and benefit enrollment and changes into computer applications and databases.
- Assist with the administration of the I-9 program, including issuing forms to new employees, verifying eligibility for employment, completing and signing off forms, and maintaining accurate files.
- Assist with monitoring and tracking annual employee performance review processes.
- Assist in the development and implementation of HR policies and ensure compliance with all applicable labor regulations.
- Assist in risk management processes by processing claims, collecting required information and data from various sources (including departments, vendors, and contractors), and entering data to maintain accurate records of claim status.
- Assist with various work safety programs by participating in committee meetings and assisting with annual site reviews and incident investigations.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Provide administrative support to the HR leadership by performing essential clerical duties such as filing, data entry, and preparing correspondence, as well as undertaking special projects as directed.
- Provides general administrative support to the human resources function by performing essential clerical duties, including data entry, preparing correspondence, memoranda, and reports; preparing insurance billing for payment; preparing payroll status changes and wage garnishments; performing reception functions; processing mail; performing data entry; maintaining schedules and records, and undertaking special projects as directed.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; reviews the records retention policy and follows guidelines for destruction of files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of the human resources principles and practices in a public agency setting.
- Federal, state, and local labor laws and regulations, including the Fair Labor Standards Act (FLSA), applicable California Labor Laws, and other statutes governing employment.

- Protected leave laws, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Americans with Disabilities Act (ADA), and Military Leave.
- Principles of employee benefits administration, including health, dental, vision, and retirement plans (e.g., CalPERS).
- Principles of risk management administration.
- Confidentiality protocols and practices for handling sensitive employee information.
- Principles and practices of public relations and customer service.
- Proper English composition, spelling, grammar, and punctuation.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies, technical processes, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing and spreadsheet software.
- Techniques for providing a high level of customer service by effectively dealing with employees, co-workers, management, the public, vendors, contractors, and City staff.

Ability to:
- Perform a wide variety of responsible technical and administrative support functions in a Human Resources department.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Review human resources documents for completeness and accuracy.
- Review, balance, and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain the confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain accurate and confidential human resources and risk management records.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in human resources management, business administration, or a related field.

Experience:
- One (1) year of increasingly responsible experience providing technical or paraprofessional human resources or clerical support in support of Human Resources programs and functions for a municipality.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

INFORMATION TECHNOLOGY (IT) DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Department of Innovation and Technology

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the IT Department, including technical support, systems and network administration, security, communication systems, and geographic information systems (GIS); formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Information Technology Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all IT Department programs, services, and activities including technical support, systems and network administration, security, communication systems, and geographic information systems.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops and implements protocols and standards for City information technology infrastructure and systems; evaluates and coordinates the procurement of computers, peripherals, and other hardware and software to ensure integration with existing systems and compliance with information technology policies, procedures, and standards.
- Manages the administration and maintenance of the City's information technology infrastructure, including the design, installation, configuration, maintenance, and repair of a variety of servers, networks, security, and telecommunications equipment and systems.
- Directs and participates in the installation, configuration, maintenance, and repair of a variety of software, hardware, and peripheral equipment throughout the City; manages the development and maintenance of agreements for technical support services.
- Manages the design, enhancement, modification, integration, and maintenance of City enterprise-wide, department-specific, and/or web-based databases, applications, and platforms.
- Oversees the management of the GIS function for the City; works with GIS Program Manager to establish goals, objectives and priorities of the program and provides guidance for complex GIS projects.
- Manages portfolio of information technology research, development, conversion, installation, and maintenance projects.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of

new trends and innovations in the field of information technology; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Advanced principles and practices of information system management, analysis, design, and maintenance.
- Advanced data management theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and practices for developing and implementing security systems protocols and standards.
- Advanced principles and practices of enterprise software implementation and management.
- Advanced principles and practices of designing and managing information technology infrastructure, communication and network systems, and associated hardware and software.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Organize, manage, implement, and maintain efficient and effective information technology programs to ensure the reliability, integrity, and security of City information systems and infrastructure.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, management information systems or a related field.

Experience:
- Five (5) years of increasingly responsible experience in information systems operations, maintenance, and project management including 2 years of management and administrative experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARIAN

SALARY: RANGE 78

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Library Department

DEFINITION

Under direction, provides a variety of professional library services to City of Imperial Public Library patrons; provides reference and readers' advisory services; advises and assists library patrons in use of library resources; oversees programming, collection development, outreach, and reference services; develops programs and services for target audiences; identifies current community needs and projects future needs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of library patrons. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides reference services by conducting reference interviews to determine which books or materials patrons are seeking; provides readers' advisory services to recommend books and literature based on patron interests; advises and assists library patrons in use of library resources; searches for and locates items in the library catalog and other reference sources.
- Plans, implements, and evaluates library programs, activities, and services which fulfill the diverse educational, recreational, and personal needs of the community; strategizes and coordinates programming activities in conjunction with other departments.
- Develops new ideas for programs based on perceived patron needs and interests; schedules and plans the execution of program events; recommends supply purchases; solicits assistance from outside organizations and community members to implement programs; prepares material to publicize library programs and events; oversees and participates in the implementation of assigned programs.
- Manages the collection development process for the library including materials selection for the library's collection in print, audio, and electronic formats; reviews and researches new and popular

publications; remains abreast of current literature and professional trends in delivering library services; assesses gaps in needs of the collection; develops policies for collection development; manages assigned budget; periodically weeds Library collections.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Promotes library programs, services, and resources; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.
- Participates in developing and implementing goals, objectives, policies, procedures, and work standards for assigned areas of responsibility; suggests changes and solutions to library policies.
- Plans, leads staff, and/or participates in preparing and maintaining library displays; plans book displays for assigned area; sets up, takes down, and changes displays as needed.
- Identifies and anticipates changing community needs and changes in technology or library best practices, and develops plans, services, and programs to address these changes.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services.
- Responds to suggestions, requests, or concerns from library patrons or community members.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Principles and techniques used in bibliographic research.
- Techniques for establishing and implementing library programs and special events.
- Reference interview methods and research skills.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.

- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and conduct the activities, programs, projects, and operations of specialized library functions.
- Perform professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Monitor program budgets.
- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Assess and meet community needs in the area of library services.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- A master's degree from an accredited college or university with major coursework in library and information science.

Experience:
- Two (2) years of increasingly responsible experience as a library professional.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY GRANT COORDINATOR

SALARY: RANGE 75

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Library Department

DEFINITION

Under direction, performs a variety of professional duties in support of grant administration for the City of Imperial Public Library; researches and identifies funding opportunities for library programs; prepares grants proposals and supporting documents; plans, coordinates and administers programs related to grant funding and ensures compliance with reporting requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of grant administration. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Conducts research to identify potential funding opportunities that align with the Library's goals and objectives; prepares grant applications for compliance with requirements of funding agencies; ensures applications and supporting documents are completed and submitted within established guidelines.
- Plans, designs, and coordinates Library programs associated with grant funding; develops program objectives; researches and identifies service providers for program events; creates program budget and monitors expenditures to ensure purchases are within funding guidelines; oversees and participates in program implementation.
- Oversees the tracking, reporting, payment, reimbursement, and compliance requirements related to awarded grants; prepares reports to funding agencies as required by grant agreements.
- Serves as a liaison between the Library and grant funding organizations pertaining to grant submissions and funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Assists with the implementation of the Library's literacy programs; as needed, conducts literacy intake sessions; performs literacy assessments for incoming students to establish current literacy level and participant goals; selects and maintains literacy collections for assigned program.

- Promotes library programs, services, and resources; assists in preparation of materials to publicize library events and services; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.

- Assists with the development, planning, coordinating, and facilitation of non-grant funded library programs; discusses programming needs with members of the community and recommends programs based on their interests; participates in the planning and delivery of special events.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Represents the Library in meetings with members of other public and private organizations, community groups, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library science and grant funding.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern public library terminology, organization, procedures, policies, and techniques.
- Methods and materials used in literacy instruction.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- The Dewey Decimal and other alphabetical and decimal numeric filing and shelving systems.
- Purposes and functions of a public library.
- Budget monitoring and development methods.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic math.
- Recordkeeping and filing principles and procedures.
- Principles and procedures of grant management.
- Arithmetic and statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research and identify potential grant funding opportunities that align with the goals and objectives of the library.
- Obtain and maintain grant funding and ensure compliance with funding sources.
- Allocate limited budget resources in a cost-effective manner.
- Prepare and conduct various types of library programming.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in library information science, education, business administration, or a related field.

Experience:
- Two (2) years of experience in grant research, proposal development, and/or grant writing preferably in a library, non-profit or other public agency setting.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen;

and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

LIBRARY MANAGER

SALARY: RANGE 98

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Library Department

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City of Imperial Public Library, including community outreach programs and administrative activities, collection development, and library programming; participates in the development of policies and strategies for library operations; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating operations, services, and activities of the City of Imperial Public Library. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Library including community outreach programs and administrative activities, collection development, and library programming.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the City Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Directs, oversees, and participates in Library operations, including community outreach and engagement programs and reference and reader advisory services; promotes library services to enhance public awareness of the Library's programs and activities; advocates for equitable access to library services for the community.
- Oversees and participates in collection development and management; evaluates and oversees the replacement, purchase, and weeding of library materials.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies including the California State Library, Serra Cooperative Library System, professional library associations, and other local libraries and school districts; provides staff support to commissions, committees, and task forces, as required.
- Prepares grant applications, when grant opportunities are available; oversees grant programs and ensures grant goals, objectives, and benchmarks are met and reports are submitted in a timely manner.
- Submits Annual California Public Library Statistics to the California State Library.
- Provides highly complex staff assistance to the City Manager; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public; reports to and attends Library Board of Trustees meetings.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Attends and participates in State Library and professional library association meetings, committees, workshops, seminars, continuing education programs, and conferences; stays abreast of new trends and innovations in the field of library and information science.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Principles and techniques used in bibliographic research.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Recordkeeping and filing principles and procedures.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Library.

- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Oversee and participate in professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- Consistently apply Library policies and procedures according to guidelines.
- Assess and meet community needs in the area of library services.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in library science or a related field.

Experience:
- Three (3) years of increasingly responsible professional library experience including one (1) year in a supervisory role.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

LIBRARY PAGE

SALARY: RANGE 55

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Part-Time
Department: Library Department

DEFINITION

Under immediate supervision, performs routine clerical and customer service duties for the City of Imperial Public Library; collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; retrieves library materials from book drops and storage areas; provides patron services such as locating materials and checking books in and out as directed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification. Initially under close supervision, incumbents learn and perform routine clerical and customer service duties, while learning library policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; collects, receives, and processes returned materials.
- Interacts with library patrons and provides patron services at the circulation desk; answers the telephone and processes telephone renewals and holds; answers questions from patrons such as the location of certain books or sections of the library; refers reference questions to appropriate staff; assists patrons with public computers and with printing, e-mailing, and saving computer files and other technology related issues.
- Checks books and materials in and out for library patrons; assists patrons with finding books and materials via digital card catalog system, as requested; retrieves materials for patrons; places materials on hold; issues new library cards; may be assigned to operate cash register, collect fines and fees, and

provide receipts as requested; records daily statistics at the circulation desk.

- Inspects books and materials for damage and removes damaged items from shelves; pulls books designated for discard, as directed; assists with mending books and other materials; prepares books for circulation by attaching pockets, bar codes, and spine strips, and laminating book covers.
- Performs office clerical duties; files documents including information regarding library cards as well as fliers and other library materials according to Library procedures; ensures supplies are replenished throughout the library as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Library classification and shelving systems and methods.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:

- None required.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

LIBRARY SUPPORT SERVICES WORKER

SALARY: RANGE 55

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Part-Time
Department: Library Department

DEFINITION

Under general supervision, performs custodial and routine maintenance and repair work at the City of Imperial Public Library and adjacent grounds; assists library staff with organizing shelves, collecting returned materials for reshelving, and discarding books removed from circulation; assists with meeting and event set up and clean up; operates a variety of hand and power tools and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing custodial and maintenance duties in support of the library staff and facility and adjacent grounds. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Performs routine custodial activities within library facility; sweeps, scrubs, and mops floors; vacuums rugs and carpets in public areas of the facility; spot cleans and shampoos carpets; sanitizes common areas, items, and toys; checks and empties waste bins.
- Performs general maintenance duties inside and outside of the facility; paints inside and outside of the building; replaces light bulbs; assembles furniture and fixtures; maintains library garden including weeding, fertilizing, and watering plants.
- Cleans and disinfects restroom facilities; stocks restrooms with supplies such as soap and paper products; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows.
- Assists with event preparation; ensures cleanliness of library prior to event; performs manual labor including moving and assembling tables, chairs, and platforms; removes and stores items at event completion.
- Assists with collecting and organizing books and other library materials as needed; reshelves items

alphabetically or numerically.

- Assists patrons at front desk with obtaining computer codes or answering general questions related to library services and programs.
- Operates and maintains tools and equipment such as vacuums, mops, carpet cleaners, and small hand and power tools; ensures proper storage of equipment and materials and secures at the end of the day.
- Transports library materials to/from offsite storage and/or City Hall utilizing a City vehicle.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern methods, materials, and equipment used in custodial work and basic and preventative building maintenance and repair.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial maintenance work.
- Basic library practices and terminology including the Dewey Decimal System.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Utilize proper methods, materials, and equipment in performing custodial work including the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and maintain hand and power tools and equipment used in custodial and general maintenance work.
- Place, classify, and shelve materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:

- One (1) year of basic maintenance and custodial experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work indoors and outdoors of the library facility; strength and stamina to perform light to medium physical work; to sit, stand and walk on level, uneven or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties; to operate various hand and power tools and equipment; and to operate a motor vehicle to visit various City sites; vision to read, inspect and operate equipment and use standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the library facility and outdoors and are exposed to loud noise levels, cold and hot temperatures, cleaning supplies and chemicals, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

LIFEGUARD

SALARY: RANGE 55

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Seasonal
Department: Parks and Recreation

DEFINITION

Under immediate supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; learns, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Lifeguard series. Initially under close supervision, incumbents learn and perform routine supervision of patrons and observation of swimmers, while learning facility policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Lifeguard/Swim Instructor level but are not expected to provide swim lessons and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.

- Learns, implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; as needed, elicits assistance from supervisor on enforcement issues.
- Assists with opening, closing, and securing the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage, first aid practices, and City and mandated safety rules, regulations, and protocols.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand the organization and operation of the City's aquatics complex.
- Learn, interpret, apply, and enforce City policies and procedures within the aquatic facility.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.

- Assist with maintaining discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the tenth grade (10^{th}) and possession of a valid work permit.

Experience:
- None required.

Licenses and Certifications:

- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

LIFEGUARD/SWIM INSTRUCTOR

SALARY: RANGE 56

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Seasonal
Department: Parks and Recreation

DEFINITION

Under general supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; provides routine to advanced swim lessons and aquatics safety programs to participants of all ages; interprets, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Lifeguard series. Positions at this level are distinguished from the entry level Lifeguard by the performance of the full range of lifeguarding and swim instruction duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.

- Implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; as needed, elicits assistance from supervisor on enforcement issues.
- Assists with opening, closing, and securing the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Instructional methods and techniques applicable to the aquatics field including beginning through advanced swim strokes.
- Modern principles and practices of swimming program development and implementation.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage, first aid practices, and City and mandated safety rules, regulations, and protocols.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand the organization and operation of the City's aquatics complex.
- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Provide instruction, feedback, and evaluation to program participants.
- Interpret, apply, and enforce City policies and procedures within the aquatic facility.

- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the tenth grade (10^{th}) and possession of a valid work permit.

Experience:
- One (1) year of experience as a Lifeguard.

Licenses and Certifications:

- Possession of a valid American Red Cross Lifeguard Instructor or Water Safety Instructor certification or equivalent, to be maintained throughout employment.
- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities,

as well as blood and body fluids while rendering first aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

LITERACY COORDINATOR

SALARY: RANGE 75

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Library Department

DEFINITION

Under general supervision, performs a variety of professional duties in support of the City of Imperial Public Library's literacy program including Adult Literacy Services, Family Literacy Services, and English as a Second Language programs; plans, coordinates, evaluates, and implements programs for adult learners and their families; conducts reading and writing assessments to determine appropriate program to achieve the goals of the student; recruits, interviews, coordinates, and oversees volunteers who plan and conduct lessons for program participants; assists with obtaining grant funding to support literacy programs; prepares reports and manages program expenditures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff and volunteers.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Library's literacy programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, and participates in the implementation of the Library's Literacy Services and English as a Second Language programs; plans, schedules, coordinates, and facilitates program events and activities.
- Conducts literacy intake sessions; performs literacy assessments for incoming students to establish current literacy level and participant goals; selects and maintains literacy collections for assigned program.
- Recruits, trains, supervises, and evaluates volunteer tutors; matches volunteer tutors with students and assists tutors with lesson plan development; selects materials for trainings and tutoring sessions; conducts classes and tutoring in the absence of volunteer tutors.
- Compiles program information to evaluate effectiveness of literacy programs and projects; measures results of program activities through performance indicators and modifies activities as needed.

- Monitors program budget and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and recommends expenditures.
- Assists with researching and preparing grant proposals for literacy programming; drafts and submits required reports to funding sources; monitors and controls grant expenditures; ensures programming complies with grant requirements.
- Designs and disseminates promotional and marketing materials; attends community events to promote the Library and literacy awareness; forms partnerships with local organizations to obtain program referrals.
- Responds to questions and concerns from students, volunteers, the community, and other agencies; provides program information and resolves service issues or complaints; represents the Library in meetings with members of public and private organizations, community groups, and the public.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services; stays abreast of trends and innovations in literacy programming and awareness.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Methods and materials used in literacy instruction.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library cataloguing, classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Budget monitoring and development methods.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.

- Basic math.
- Recordkeeping and filing principles and procedures.
- Principles and procedures of grant management.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Develop and implement effective literacy programs.
- Prepare and conduct various types of library programming.
- Assist in obtaining and maintaining grants and ensure compliance with funding sources.
- Allocate limited budget resources in a cost-effective manner.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in library information science, education, or a related field.

Experience:
- Two (2) years of increasingly responsible experience developing and implementing literacy programs.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

MANAGEMENT ANALYST

SALARY: RANGE 78

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: City Manager's Office

DEFINITION

Under direction, performs a variety of complex professional administrative and analytical work in support of assigned department managerial functions; collects, analyzes, interprets, and reports data related to organization-wide policy planning and system implementation; coordinates fiscal activities to ensure adequate staffing and resources for organizational operations; assists in the development of goals, objectives, policies, work standards, and administrative control systems; analyzes departmental budgets; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of assigned department managerial functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Performs a variety of complex duties related to the collection, analysis, interpretation, and reporting and utilization of data related to organization-wide policy planning and system implementation; provides technical information and assistance to various administrators concerning organizational activities, needs, and issues.
- Participates in the development and review of policies, procedures, and legislation affecting organizational activities and programs; determines departmental impact; assists in ensuring implementation activities comply with established laws and regulations.
- Serves as Public Information Officer for the City of Imperial; communicates verbally, in writing, and through graphic representations and statistical summaries with colleagues, managers, staff, the public, organized employee groups, and representatives of various organizations.

- Assists, coordinates, and organizes community events; represents the City to residents in explaining City policies; provides outreach and public education programs to the community through various media sources such as local news outlets, social media, and the City's website.
- Coordinates fiscal activities to ensure adequate staffing and resources for operations and service needs; participates in the development and administration of department and program budgets; serves as liaison to personnel and outside agencies regarding budget and funding, resource allocation, and organizational and policy-related issues.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and research.
- Performs research and provides consultation to staff regarding improvement initiatives, departmental effectiveness, and related issues; assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems; utilizes research findings in the development of organizational corrective action plans.
- Assists in the development and implementation of economic development plans and programs.
- Assists in the research and development of alternative funding sources for City programs and initiatives and ensures compliance with federal, state, City, and other funding agencies; complies with the City's accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Coordinates and collaborates with other departments and external agencies to ensure cross-functional projects align with organization-wide goals and objectives; provides assistance regarding program enhancement, modification, and organizational effectiveness; resolves issues or concerns.
- Attends and participates in a variety of meetings; participates and serves as management liaison to a variety of multi-disciplinary committees and commissions; represents the City to a variety of community and stakeholder groups.
- Plans, organizes, and conducts presentations and training sessions regarding strategic planning, team development, and related subjects; coordinates and prepares support materials.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned organizational functions; assists in the modification of programs and procedures to ensure compliance with local, state, and federal requirements as appropriate.
- Performs a variety of special projects and studies as assigned; prepares comprehensive records and reports.
- Prepares and maintains a variety of records, reports, and documentation; develops retention schedules for the storage of records.
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports and correspondences regarding assigned activities.
- Schedules appointments and meetings and maintains departmental schedules; makes reservations for trainings, meetings, and travel accommodations for departmental personnel as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of organizational data collection, analysis, and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Local governmental organization, legislative procedures, and legal practices.
- Project management and contract administration.
- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Financial and statistical recordkeeping techniques.
- Preparation of fiscal statements, organizational reports, and related documentation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of complex duties related to the collection, analysis, interpretation, and reporting of data related to organization-wide policy planning and system implementation.
- Coordinate fiscal activities to ensure adequate staffing and resources for organizational operations.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain accurate statistical records.
- Analyze research data and prepare reports, summaries, and recommendations.
- Meet schedules and timelines.
- Determine appropriate course of action within clearly defined guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience:

- Three (3) years of experience performing professional administrative analysis duties.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

PARKS AND RECREATION DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Parks and Recreation

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Parks and Recreation Department, including parks maintenance, landscaping, recreation services, aquatics, and special events; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, maintenance, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Parks and Recreation Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Parks and Recreation Department programs, services, and activities, including parks maintenance, landscaping, recreation services, aquatics, and special events.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Cultivates relationships with the community for the purpose of facilitating networks to coordinate and enhance services to residents; develops partnerships and collaborations with other agencies and community-based organizations.
- Participates in the development and implementation of the capital project program for the department; coordinates City-wide planning needs with other departments; plans and directs the development of new facilities and improvements to existing facilities and programs.
- Oversees the planning and development of specialized recreation programs for youth, seniors, and adults; surveys and assesses the recreation needs of the community and ensures community input into recreation programming; encourages and promotes community interest in recreational activities; oversees the coordination and implementation of special community events.
- Develops and monitors a comprehensive preventative maintenance program for parks, aquatics center, other city landscapes, and recreation facilities; ensures parks and facilities are kept in safe and attractive condition.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Provides specialized administrative support for grant applications and the oversight of funds and program activities.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of

new trends and innovations in the field of parks, recreation, and community services; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Principles, practices, and procedures related to municipal recreation program development and management.
- Methods, techniques, tools, and equipment used in parks and landscape maintenance.
- Grant administration and implementation.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Receive and respond to a variety of questions from the general public, community groups and elected officials; interpret parks, recreation, and community services related programs, policies, processes, codes, and regulations.
- Develop, plan, and implement a comprehensive parks maintenance program.
- Understand diverse park and recreation needs of the community and implement effective programs and projects.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible leadership experience in recreation, community services, or parks maintenance, including three (3) years of experience in a supervisory or managerial capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

PARKS MAINTENANCE COORDINATOR

SALARY: RANGE 68

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Parks and Recreation

DEFINITION

Under general supervision, leads, oversees, coordinates, and evaluates staff performing a variety of semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; provides administrative and technical support to the Parks and Recreation Director in the delivery of parks maintenance programs and projects; inspects work in progress to ensure proper work methods, techniques, and materials are being used; develops work plans, schedules, and cost estimates for assigned projects; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Recreation Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for program and service coordination in the Parks Division. Incumbents have responsibility for independently coordinating and implementing the parks maintenance program and projects and for providing direction to a work unit of lower-level staff. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, and participates in the work of staff responsible for parks maintenance in the Parks and Recreation Department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- In conjunction with the Parks and Recreation Director, monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures.
- Plans, organizes, coordinates, implements, and evaluates the work of crews responsible for the construction, maintenance, inspection, repair, and replacement of City parks, play structures, landscapes, trails, medians, and facilities as assigned; ensures work is compliant with City and

department standards.

- Participates in the development and implementation of policies and procedures providing park maintenance activities and services.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; coordinates assigned services and operations with other divisions and outside agencies.
- Performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work.
- Performs the duties of a Parks Maintenance Worker, as needed.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Coordinates special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Techniques of planning, organizing, implementing, and directing assigned park maintenance programs, services, and activities.
- Operations, services, and activities of a park maintenance program.
- Occupational hazards and safety standards related to conducting maintenance and repair work, including driving rules and practices.
- Landscape maintenance principles, practices, tools, and materials.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Follow instructions and properly apply herbicides and pesticides in accordance with the written procedures and legal mandates.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to the completion of twelfth (12^{th}) grade, supplemented by specialized training in parks and landscape maintenance.

Experience:
- Four (4) years of increasingly responsible experience in the maintenance and repair of parks and recreational facilities, including one (1) year of experience in a lead capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to maintained throughout employment.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator Certificate, to be maintained throughout employment.
- Possession of a valid Playground Safety Inspector Certificate issued by the National Recreation and Park Association, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen;

and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to fieldwork, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

POLICE CAPTAIN

SALARY: RANGE 98

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Police Department

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of a division within the Police Department; manages sworn and non-sworn professional, technical, and administrative support staff performing difficult and complex public safety support functions; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Chief of Police in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the activities and operations of a division within the Police Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities and ensuring compliance with legal and regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of a division of the Police Department, which includes the management of sworn and non-sworn professional, technical, and administrative support staff performing difficult and complex public safety support functions including patrol, investigations, traffic enforcement, crime analysis and prevention, property and evidence, communications, computer systems, and other police services including overseeing the management of Police Department fleet vehicles.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Chief of Police.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Ensures the proper enforcement of local, state, and federal criminal, traffic, and related laws, ordinances, and codes.
- Ensures timely responses to crime and accident scenes, emergency situations, and other requests for assistance.
- Responds to major incidents reported to the Police Department and ensures the Incident Commander follows protocol; assumes role of Incident Commander as needed.
- Investigates and resolves problems with requests for services or complaints regarding police functions, divisional practices, or sensitive community issues.
- Conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution.
- Conducts a variety of organizational studies, investigations, and operational studies, including the analysis of crime patterns and trends.
- Monitors, evaluates, and recommends modifications to public safety programs, policies, and procedures, including community-based policing methods and practices.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Chief of Police; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement and police services.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Acts as the Police Chief in their absence, as assigned.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, methods, and techniques of law enforcement functions including patrol, investigations, traffic enforcement, crime analysis and prevention, property and evidence, communications, computer systems, and other police services.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Modern principles, practices, and methods of law enforcement administration, organization, trends, and operations.
- Investigation and intervention methods and strategies.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Police Department organization, operations, policies, and objectives.
- Legislative process and legal terminology.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for a division of the Police Department.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Plan, direct, manage, and evaluate the operations and activities related to police protection and other law enforcement services to safeguard the lives, property, and constitutional rights of the community.
- Command and coordinate assigned field operations or the administrative activities of the Police Department.
- Coordinate and manage the programs of an assigned division of the Police Department to ensure timely response to crime and accident scenes, emergency situations, requests for assistance, and proper enforcement of local, state, and federal laws and ordinances.
- Build communication and trust with disaffected people and groups that reside and operate within the community.
- Oversee and conduct investigations of general and specialized crimes.
- Monitor changes in laws and court decisions and apply to work situations.
- Evaluate crime trends and formulate plans to address changes in trends.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Operate a variety of specialized police vehicles and equipment including firearms.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, sociology, psychology, public administration, or a related field.

Experience:

- Six (6) years of increasingly responsible law enforcement experience as a sworn peace officer to include a minimum of three (3) years in a supervisory or management role at the level of Police Sergeant or above.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Successful completion of a P.O.S.T certified Police Academy.
- Possession of a valid Advanced P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid Supervisory P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of a valid First Aid and CPR certification, to be maintained throughout employment.

PHYSICAL DEMANDS

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

The job involves periodic fieldwork serving as an Incident Commander, requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

POLICE CHIEF

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – Contract
Department: Police Department

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City of Imperial Police Department and other law enforcement services to safeguard the lives, property, and constitutional rights of local citizens; exercises leadership and command over the personnel, activities and operations of the Police Department; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Police Department programs, services, and activities to safeguard the lives, property, and constitutional rights of local citizens.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Coordinates Police Department activities with those of other departments and outside agencies and organizations; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attends and speaks at various community functions and meetings; prepares press releases and confers with the media in matters related to assigned activities.
- Controls and directs department law enforcement programs and services to ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of municipal, state, and federal criminal, traffic, and related laws, ordinances, and codes.
- Confers with other law enforcement agencies to coordinate efforts and exchange information to coordinate investigations, enforcement efforts, and discuss law enforcement issues.
- Researches, compiles, assembles, and analyzes information related to crime, officer, and department statistics; prepares reports concerning employee and program efficiency; oversees the maintenance of required documents and records and the preparation of municipal, state, and federally-mandated reports.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts and manages a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Principles and practices of law enforcement administration, organization, and management.
- Policies with respect to search, seizure, arrest, evidence, court procedures, and the legal rights of citizens and prisoners.
- Principles and practices of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Police Department.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze police and community challenges and plan philosophies, goals, objectives, policies, and procedures which are tangible, achievable, and measurable to meet needs.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Adopt the City's vision, mission, and values to provide high-quality, inclusive public service to a diverse City staff, general public, and the community served.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, public policy, public administration, or a related field.

Experience:
- Ten (10) years of increasingly responsible sworn law enforcement experience including five (5) years of experience in a supervisory and/or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Executive Management Certificate issued by the Commission on Police Officer Standards and Training (P.O.S.T.), to be maintained throughout employment.

PHYSICAL DEMANDS

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

The job involves periodic fieldwork serving as an Incident Commander, requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The duties of this class may be performed in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

PUBLIC SERVICES DIRECTOR

SALARY: RANGE 102

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Services Department, including maintenance of City streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, supervisory, professional, technical, maintenance, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assumes full management responsibility for all Public Services Department programs, services, and activities including maintenance of City streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the Department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs the design of systems and facilities; oversees construction activities; prepares estimates and contract provisions and specifications; approves completed plans; seeks funding for infrastructure improvement projects.
- Directs the installation, maintenance, and repair of City water and sewer lines and systems; ensures proper cleaning, repair, or replacement of related fixtures, parts, and equipment; directs activities and projects to ensure smooth, efficient, healthy, and safe water and sewer line flow, operations, and services.
- Plans and lays out fleet maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Estimates and ensures adequate personnel, materials, and equipment needed for installation, construction, maintenance, and repair projects and activities; compiles and prepares cost estimates; monitors, assesses, and modifies activities in response to project progress; monitors and ensures adequate equipment and supply levels; coordinates the purchase of equipment and supplies as appropriate.
- Oversees the operation of backflow prevention and cross connection programs.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of streets, equipment, fleet, water production, wastewater collection and treatment, and solid waste collection and recycling; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an elected City Council.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- Diagrams, blueprints, maps, layouts, work orders, and technical and other specifications used to install, maintain, and repair systems or equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Estimate and ensure adequate personnel, material, and equipment levels needed for projects.
- Inspect projects for accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Understand and interpret construction drawings, diagrams, blueprints, maps, layouts, work orders, and technical and other specifications to install, maintain, and repair systems or equipment.
- Operation and use of a variety of heavy and light equipment.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to bachelor's degree in public administration, civil engineering, water science, construction management or related field.

Experience:

- Seven (7) years of administrative or managerial experience in design, construction, and maintenance of roads, water/wastewater utility operations, including maintenance of domestic water supply, distribution facilities, and sewer systems, in a public agency, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

PUBLIC SERVICES MANAGER

SALARY: RANGE 98

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Public Services Division, including City street, building, facility, and fleet maintenance and repair, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to Public Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operations of City street, building, facility, and fleet maintenance and repair, water production facilities and distribution, wastewater collection and treatment, solid waste collection and recycling within the Public Services Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Services Division, including operations of City street, building, facility, and fleet maintenance and repair, water production facilities and distribution, wastewater collection and treatment, solid waste collection and recycling.
- Participates in the development and implementation of goals, objectives, work plans, policies, and

priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Public Services Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages the design of systems and facilities; oversees construction activities; prepares estimates, contract provisions, and specifications; approves completed plans; seeks funding for infrastructure improvement projects.
- Manages the installation, maintenance, and repair of City water and sewer lines and systems; ensures proper cleaning, repair, or replacement of related fixtures, parts, and equipment; directs activities and projects to ensure smooth, efficient, healthy, and safe water and sewer line flow, operations, and services.
- Plans and lays out fleet maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Estimates and ensures adequate personnel, materials, and equipment needed for installation, construction, maintenance, and repair projects and activities; compiles and prepares cost estimates; monitors, assesses, and modifies activities in response to project progress; monitors and ensures adequate equipment and supply levels; coordinates the purchase of equipment and supplies as appropriate.
- Oversees the operation of backflow prevention and cross connection programs.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Public Services Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in

the fields of operations of streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling.

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Diagrams, blueprints, maps, layouts, work orders, and technical and other specifications to install, maintain, and repair systems or equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Services Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Estimate and ensure adequate personnel, material, and equipment levels needed for projects.
- Inspect projects for accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Understand and interpret construction drawings, diagrams, blueprints, maps, layouts, work orders, and technical and other specifications to install, maintain, and repair systems or equipment.
- Operate and use of a variety of heavy and light equipment.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to bachelor's degree in public administration, civil engineering, water science, construction management, or a related field.

Experience:
- Five (5) years of administrative or managerial experience in design, construction, and maintenance of roads, water/wastewater utility operations including maintenance of domestic water supply and distribution facilities and sewer systems in a public agency, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, an OSHA-approved Forklift Operator Certificate, to be maintained throughout employment.

- Possession of a valid California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator Grade II Certification, to be maintained throughout employment.
- Possession of a valid California State Water Resources Control Board (SWRCB) Water Treatment Grade II Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

PUBLIC SERVICES SUPERVISOR

SALARY: RANGE 85

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing maintenance and repair duties within the Public Services Department, including water systems, streets, grounds, and facilities; inspects work in progress; assigns priority to identified issues; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Manager. Exercises direct supervision over maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Public Services Worker series that exercises independent judgment on diverse and specialized maintenance and repair work with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing, overseeing, and inspecting daily work progress and are responsible for providing technical level support to the Public Services Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice. This class is distinguished from the Public Services Manager in that the latter has overall responsibility and oversight of a broader range of functions, including fleet maintenance and repair, and water and wastewater plant operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, schedules, assigns, reviews, supervises, and participates in the work of maintenance and repair staff in the Public Services Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Monitors activities of the assigned work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Receives complaints, suggestions and reports of water system, streets, grounds, and facilities safety concerns; visits sites and inspects conditions; reprioritizes work as necessary; communicates with complainant.
- Inventories supplies, materials, and equipment; prepares purchase orders; inspects received items; maintains or recommends replacement of worn equipment.
- Inspects street and storm drains following weather events; visits sites; inspects conditions; reprioritizes work, as necessary.
- Inspects or reviews developer projects in progress to ensure new construction and alteration work complies with plans, specifications, and codes; inspects sites for conformance with work plans; evaluates underground conditions and grading.
- Operates a variety of vehicles and equipment to conduct work, such as vactor trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- Prepares reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Administer budgets; monitor revenue and expenses, as required.
- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Equivalent to five (5) years of journey-level experience in street construction and maintenance, including at least one (1) year of experience as a Senior Public Services Worker or equivalent.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Public Services Maintenance Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

RECREATION / SPECIAL EVENTS COORDINATOR

SALARY: RANGE 75

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Parks and Recreation

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff responsible for the direct delivery of one or more recreation sponsored programs, services, activities, and/or events; programs may include but are not limited to youth, adult, and senior recreation, park, facility and field rentals, special events, sports, day camps, aquatics, and arts and crafts; provides technical and specialized assistance to management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over program staff and volunteers.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Parks and Recreation Department. Incumbents have responsibility for independently coordinating and implementing a variety of programs, services, activities, and/or events. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, organizes, coordinates, and participates in the work of staff responsible for facilitating and implementing recreation programs and special events; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures.
- Plans, prioritizes, assigns, schedules, supervises, trains, reviews the work of, and develops assigned part-time staff and volunteers.

- Develops and coordinates program and event publicity including news releases, flyers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Researches available grants and makes recommendations to department management; drafts narrative for grant applications and ensures required supporting documentation is included; coordinates grant funding efforts with other divisions and City departments, as necessary.
- Serves as department liaison with the community, advisory committees, professional organizations, nonprofits, and local, state, and federal agencies; represents the City at meetings and special events; coordinates meetings and meeting agendas; transcribes and produces meeting minutes and provides administrative support.
- Develops requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, and accidents.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains effective communication and working relationships with patrons, participants, contractors, City staff, and outside agencies.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation services.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

Incumbents may be assigned to work in both Recreation and Special Events.

When assigned to Recreation

- Plans, organizes, manages, schedules, supervises, and coordinates high quality recreation programs and activities; develops a broad range of programs and activities for tiny tots, youth, teenagers, adults, senior citizens, and the special needs community.
- Analyzes trends in recreation programming and community interests; continuously monitors and evaluates the efficiency and effectiveness of programs based on measurable outcomes; recommends and implements modification, as necessary.
- Oversees the hiring process of program instructors; ensures contract compliance with business license and insurance requirements.

- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.

When assigned to Special Events

- Oversees, organizes, directs, and participates in the planning and coordination of City sponsored special events.
- Researches, identifies, and determines the viability of specific events based upon community demographics and interests.
- Creates and maintains partnerships that are necessary to organizing large scale special events; solicits and obtains event sponsors.
- Oversees, prepares, and reviews event agendas and confirms all services and necessary preparations are in order.
- Researches and recommends event sites; develops logistics associated with large events, i.e., parking, traffic control, travel, and hotel accommodations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of development and implementing a variety of recreation programs and special events.
- Methods and techniques involved in managing, coordinating, and planning events.
- Recreational and social needs and interests of the community.
- Instructional methods and techniques.
- Age-appropriate program content.
- Methods and techniques used in marketing and promotion.
- Care and proper use of program equipment and supplies.
- Arithmetic and statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Develop and implement recreation, leisure, educational programs, and special events to meet the needs of the community.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with community groups, various business and professional organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation and leisure studies, public administration, or a related field.

Experience:
- Three (3) years of increasingly responsible experience developing and implementing recreation programs and/or special events.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. Employees must possess the ability to

lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

RECREATION LEADER I/II

SALARY: RANGE 55/56

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Seasonal
Department: Parks and Recreation

DEFINITION

Under immediate (Recreation Leader I) to general (Recreation Leader II) supervision, provides support in conducting recreation activities in connection with a specific recreation or leisure program, service, activity, or function; leads, teaches, and conducts diversified recreation activities at various recreational facilities; continuously supervises and monitors participants to ensure their safety and well-being; performs a variety of clerical duties in support of program operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Recreation Leader I) or general (Recreation Leader II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Recreation Leader I: This is the entry-level classification in the Recreation Leader series. Initially under close supervision, incumbents learn and provide routine program assistance. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Recreation Leader II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Recreation Leader II: This is the fully qualified journey-level classification in the Recreation Leader series. Positions at this level are distinguished from the Recreation Leader I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Recreation Leader class series are flexibly staffed; positions at the Recreation Leader II level are normally filled by advancement from the Recreation Leader I level; progression to the Recreation Leader II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Recreation Leader II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Recreation Leader I level may perform some of these duties and responsibilities in a learning capacity.

- Oversees participants and spectators in a recreation program, activity, or facility; supervises and schedules established programs of recreational activities for children and adults; assists in the encouragement of participation and good sportsmanship.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday and performing basic custodial duties; assists with opening, closing, and securing buildings for events, as assigned.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Leads, teaches, and conducts diversified recreation activities at various assigned recreational facilities; performs scorekeeping activities.
- Plans and facilitates daily recreational and enrichment activities which include but are not limited to games, sports, art, music, senior activities, and crafts for program participants.
- Resolves program issues within established guidelines; suggests program improvements.
- Inspects program areas and equipment and recommends maintenance and repair as needed.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Performs routine office duties, including basic cashiering, answering the telephone, greeting patrons, typing, data entry, copying, and filing; prepares flyers, calendars, and other publicity; prepares routine reports of participation and activities.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Recreation Leader I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Oversee the operations and activities of assigned program.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Recreation Leader I/II: Equivalent to completion of the twelfth (12^{th}) grade, or work permit if currently in high school.

Experience:
- Recreation Leader I: None.
- Recreation Leader II: One (1) year of experience facilitating recreation programs/special events.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

SENIOR COLLECTION SYSTEM WORKER

SALARY: RANGE 72

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance duties involved in the processing of the City's wastewater systems; cleans wastewater lines; performs Underground Service Alert (USA) locates; handles and transports wastewater solids; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Plant Chief Operator. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Collection System Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing collection system processing and maintenance; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Maintains and processes City wastewater in the collection system; cleans wastewater lines by means of high-pressure cleaning; provides support in the maintenance of the physical plant and various other fixtures, parts, and equipment.

- Performs Underground Service Alert (USA) locates as requested by citizens; works with a variety of documentation to locate and report on sewer lines and appurtenances; ensures proper notification of work to be performed.
- Assists Wastewater Treatment Plant Operators with routine wastewater sampling to ensure compliance with environmental and public health standards.
- Performs interior and exterior collection system maintenance, custodial, and repair duties; sweeps and mops floors; cleans offices; cuts grass; repairs leaks in collection system facilities.
- Participates in the containment and clean-up of spills emanating from the collection system; transports equipment and supplies; assists with emergency response to wastewater treatment spills, overflows, and equipment failures.
- Inspects and cleans the interiors of sewers and pump stations; cuts and removes roots, grease, and other obstacles from sewers.
- Drives a vehicle to conduct work; operates heavy equipment to haul and transport equipment, supplies, and materials; loads and unloads materials, supplies, and equipment.
- Operates a variety of specialized vehicles, tools, and equipment used in the maintenance and repair of wastewater collection systems.
- Maintains routine records related to assigned activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Basic principles, practices, tools, and materials as they relate to the construction, maintenance, and repair of wastewater collection and storm drain systems.
- Underground Service Alert (USA) system operations and requirements.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Principles and practices of automatic control valves and backflow prevention devices.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Appropriate health and safety precautions and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.
- Current equipment and communication tools used for business functions and program, project, and task

coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform assigned maintenance and repair duties with accuracy and speed.
- Operate a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws, and various hand and power tools.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Five (5) years of experience in collection system maintenance, including two (2) years of experience as a Collection System Worker II or equivalent.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of employment, valid California Water Environmental Association (CWEA) Collection System Maintenance Certification Grade 2, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, valid First Aid training and CPR certificates, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, an OSHA-approved Forklift Operator certificate, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability

to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff, in all cases with the proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a plant and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Collection System Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

SENIOR LIFEGUARD / SWIM INSTRUCTOR

SALARY: RANGE 57

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Seasonal
Department: Parks and Recreation

DEFINITION

Under general supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; functions as a shift lead and oversees the work performed by lower level Lifeguards; provides routine to advanced swim lessons and aquatics safety programs to participants of all ages; interprets, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Lifeguard/Swim Instructor series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform the full range of lifeguarding and swim instruction duties. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides technical and functional guidance to staff on an assigned shift; assists with scheduling; provides input related to performance evaluations as required.
- Trains employees in work methods, quality standards, and relevant safety precautions.
- Assists with coordinating aquatic and safety programs; ensures proper teaching techniques by other instructors.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.

- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.
- Implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; assists other staff with difficult enforcement issues.
- Opens, closes, and secures the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Instructional methods and techniques applicable to the aquatics field including beginning through advanced swim strokes.
- Modern principles and practices of swimming program development and implementation.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage and first aid practices.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of lifeguard staff on assigned shifts.
- Effectively provide staff leadership, work direction, and training.
- Plan proper lifeguard coverage on assigned shift to ensure safety of patrons.
- Assist with planning and implementation of aquatic programs.
- Understand the organization and operation of the City's aquatics complex.
- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Provide instruction, feedback, and evaluation to program participants.
- Interpret, apply, and enforce City policies and procedures within the aquatic facility.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the tenth (10^{th}) grade and possession of a valid work permit.

Experience:
- Three (3) years of experience as a Lifeguard and/or Swim Instructor.

Licenses and Certifications:

- Possession of a valid American Red Cross Lifeguard Instructor or Water Safety Instructor certification or equivalent, to be maintained throughout employment.
- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and

to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR MAINTENANCE AND UTILITY WORKER

SALARY: RANGE 68

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance and repair work on City water systems, sewer systems, streets, grounds, and facilities; installs appropriate signage; operates a variety of equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Services Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Public Services Maintenance Worker series and the Utility Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Public Services Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance and repair work on the City's water systems, sewer systems, streets, grounds, and facilities; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Maintains and repairs City water and sewer systems, lines, and equipment; exercises valves; cleans water and sewer lines; provides support in the maintenance of water and sewer mains, laterals, fire hydrants, meters, and various other fixtures, parts, and equipment; inspects and repairs leaks, obstructions, and general system failures; trenches and refills lines; cleans dumps, water basins, street drains, and sewers.
- Installs, maintains, remodels, and repairs facility structures; constructs wooden buildings, doors, walls, framework, and furniture; hangs drywall; builds and repairs fencing.
- Maintains and repairs City streets, curbs, and gutters, as well as water distribution and sewer collection systems; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch City's rights-of-way; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Cleans City streets and right of ways; collects trash and debris; delivers materials; loads and unloads trucks.
- Installs, maintains, and repairs roadway signage, safety signs, and markers; paints and stripes curbs, stop lines, crosswalks, roadways, lines, and other street markings; places and removes traffic control signs, sign boards, thrashers, markers, and barricades.
- Performs grounds maintenance activities; mows, edges, trims, and waters lawns, fields, and other turf grounds; hoes and pulls weeds; rakes leaves.
- Operates a variety of vehicles and equipment to conduct work, such as vactor trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- Operates a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws and various hand and power tools.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties

assigned.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Three (3) years of journey-level experience in street construction and maintenance.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Public Services Maintenance Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR PARKS MAINTENANCE WORKER

SALARY: RANGE 68

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Parks and Recreation

DEFINITION

Under general supervision, performs the most complex semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; inspects, cleans, and maintains park infrastructure including benches, drinking fountains, court surfaces, and restrooms; operates a variety of maintenance equipment including tractors, loaders, mowers, wood chippers, and related maintenance vehicles; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff, in the absence of the Parks Maintenance Coordinator.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Parks Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Parks Maintenance Coordinator in that the latter leads, oversees, coordinates, and reviews the work performed by Parks Maintenance Workers.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations.
- Operates and maintains a wide variety of hand and power tools, including chainsaws, mowers, edgers, blowers, weed eaters, and power sprayers; ensures proper operation of equipment related to the work.

- Performs the most complex maintenance and repair duties on parks and playgrounds; inspects and repairs playground apparatus including sealing and adding additional surfacing; inspects, repairs, replaces, and maintains simple water features, splash pads and drinking fountains; corrects and/or reports safety hazards, graffiti, and vandalism; paints and repairs park furnishings.
- Performs the most complex landscape maintenance activities including field, turf, and lawn maintenance; waters, weeds, trims, and fertilizes lawns, trees, shrubs, and flower beds.
- Mixes and applies chemical pesticides and herbicides to City grounds in order to control and prevent pests, weeds, and plant diseases.
- Maintains federal, state, and county mandated records and reports related to the application of chemical pesticides and herbicides; maintains the City's chemical and spray equipment inventory.
- Conducts visual inspections of trees along City rights-of-way, parks, alleys, and other public properties to determine corrective action necessary to mitigate or remedy any safety hazards, disease, and or pest issues.
- Trims and prunes trees; picks up tree cuttings, brush, and debris resulting from trimming trees; loads trucks or chipping machine; cuts and clears grounds, brush, and undergrowth; removes and grinds stumps.
- Oversees the cleaning and maintenance of public facilities; opens and closes facilities; restocks restrooms with necessary sanitary products; performs minor plumbing and carpentry in and around facilities.
- Designs, maintains, monitors, troubleshoots, and repairs landscape irrigation systems; performs tests to ensure proper operations; adjusts, repairs, and replaces timing mechanisms, valves, pipes, sprinkler heads, and similar parts.
- In the absence of the Parks Maintenance Coordinator, leads and oversees work crews; assists with maintenance decisions in the field.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Observes safe work methods and uses safety equipment; sets traffic controls and secures worksites from traffic hazards, as necessary; responds to park emergencies.
- Performs special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Landscape maintenance principles, practices, tools, and materials.
- Occupational hazards and safety standards related to conducting maintenance and repair work, including driving rules and practices.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.

- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Plant, propagate, and maintain trees, shrubs, flowers, and turf.
- Perform heavy manual labor.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Follow instructions and properly apply herbicides and pesticides in accordance with the written procedures and legal mandates.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to the completion of twelfth (12^{th}) grade.

Experience:

- Three (3) years of increasingly responsible experience in the maintenance and repair of parks and recreational facilities.

Licenses and Certifications:

- Possession of a valid California Driver's License, to maintained throughout employment.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

SENIOR PLANNER

SALARY: RANGE 92

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under general direction, leads, oversees, reviews, and participates in the work of staff performing planning activities for short- and long-range planning including: administering the zoning code, subdivision ordinance, and City General Plan; performs professional planning activities, such as reviewing permit applications and architectural plans; provides technical planning, information, and assistance to the Community Development Director, the Planning Commission, various commissions and advisory committees, developers, contractors, and the public; administers grants; performs a variety of technical studies and prepares and presents staff reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the professional Planner series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to support the development of short- and long-range planning activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing short- and long-range planning activities; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Confers with, provides information to, and serves as a technical resource to the public, developers, property owners, contractors, engineers, architects, other departments, and outside agencies regarding planning, building permits, zoning, and land use, via phone, email, or in person; explains standards, codes, requirements, plan specifications, and codes; evaluates alternatives.
- Coordinates and performs administrative work in grants administration and reporting, including preparing grant applications, disseminating funding opportunities; ensuring achievement of grant objectives; reviewing, approving, and tracking requisitions and reimbursements documents for all grant projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Performs a variety of complex planning, research, and special project review duties in support of assigned Community Development projects and to comply with zoning ordinances; reviews building permit applications for zoning and planning compliance as directed; enforces zoning ordinances and conducts field investigations regarding ordinance violations as needed; prepares inspection reports.
- Reviews, analyzes, and makes recommendations on applications such as Conditional Use Permits, Variances, Tentative Parcel Maps, and Design Review Permits; reviews drawings or blueprints for proposed use and aesthetics; conducts site evaluations and analysis.
- Receives, reviews, and processes various building, planning, land use, and a variety of planning and specialized permit applications; ensures proposed projects comply with zoning requirements, growth policies, and established local, state, and federal laws, codes, and regulations related to building and planning projects.
- Participates in the review, development, or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances, and other policies and procedures; coordinates GIS implementation and use.
- Reviews development proposals for conformance with the City's zoning codes; determines conformity with codes, policies, regulations, and procedures; recommends approval or identifies problems and assesses alternatives for projects.
- Assists the public with completing applications for planning and building permits; explains required information; ensures appropriate fees are attached; notifies applicants of environmental requirements and appeal procedures as necessary; responds to public and governmental inquiries concerning environmental requirements and regulations and related issues.
- Researches, prepares, and presents reports concerning land use regulations and short- and long-range planning issues including changes to the development plan and land development policies and standards; prepares graphic presentations and maps utilizing appropriate techniques and computer software, as assigned; prepares and delivers oral presentations; prepares support materials.
- Participates in the preparation, review, and updating of local planning strategies; prepares and processes various short- and long-term plans; prepares and processes amendments to local planning strategies, community and urban plans, and various others; reviews new and modifies existing specific plans as directed; assists with revisions to land use ordinances as required.
- Conducts a variety of special projects and surveys to determine impact of proposed building, zone change, and planning projects; compiles and assembles a variety of information in support of assigned studies and projects; researches property locations, zoning requirements, and legal descriptions for assigned projects.
- Reviews request for proposal documentation to identify key requirements, deadlines, and evaluation criteria.
- Trains and provides assistance with the work instruction or project direction of lower-level professional and para-professional staff members.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Serve as a technical resource concerning planning and building permits, zoning information, growth policies, and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:
- Four (4) years of professional planning experience in a municipal setting.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

SENIOR RECREATION AND EVENT SPECIALIST

SALARY: RANGE 72

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Parks and Recreation

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff supporting the planning and implementation of a variety of recreation, leisure, and educational programs; organizes adult, youth, and alternative sports, after school programs, and recreation classes; assists with the planning and execution of City special events; leads, teaches, and conducts diversified recreation activities at various recreational facilities; maintains records and promotes program activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Recreation and Event Specialist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff leading City-wide activities for youth and/or adults, special events, recreation center activities, athletics, or other related recreation programs; promotes community involvement through recreational and leisure programs; interacts with members of the public across all age groups.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; assists with implementing improvements.
- Organizes, plans, directs, and coordinates recreation activities as appropriate for position; trains part-time staff and/or volunteers in leading or teaching recreation activities.
- Assists with special event/program set up; maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition; secures equipment and materials at the close of the workday; assists with opening, closing, and securing buildings for events.
- Assists with coordinating event publicity, including news releases, fliers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.
- Maintains records and prepares reports concerning new and ongoing programs; prepares attendance and activity records; performs routine office duties, including answering the telephone, greeting patrons, typing, data entry, copying, and filing.
- Oversees and trains others in registration and enrollment transactions and point of sale activities.
- Plans, prioritizes, assigns, schedules, and monitors the work of assigned seasonal and part-time staff and volunteers; assists in recruiting, selecting, interviewing, and training volunteers, seasonal, and part-time staff.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Maintains effective communication and working relationships with patrons, participants, clients, co-workers, City Department representatives, and outside agencies.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- City and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee the operations and activities of assigned programs.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework in recreation, leisure studies, or a related field.

Experience:
- Three (3) years of increasingly responsible experience assisting with planning, implementing and executing recreation programs and/or special events.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

SENIOR RECREATION LEADER

SALARY: RANGE 57

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – Unrepresented Seasonal
Department: Parks and Recreation

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff providing support in conducting recreation activities in connection with a specific recreation or leisure program, service, activity, or function; oversees activity/facility operations in the absence of a Recreation Coordinator or Recreation Specialist; leads, teaches, and conducts diversified recreation activities at various recreational facilities; continuously supervises and monitors participants to ensure their safety and well-being; performs a variety of clerical duties in support of program operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Recreation Leader series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff providing program support for recreational activities, events, and services; serves as a resource to staff for operational and program related questions.
- Oversees participants and spectators in a recreation program, activity, or facility; supervises and schedules established programs of recreational activities for children and adults; assists in the encouragement of participation and good sportsmanship.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday and performing basic custodial duties; assists with opening, closing, and securing buildings for events, as assigned.

- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Leads, teaches, and conducts diversified recreation activities at various assigned recreational facilities; performs scorekeeping activities.
- Plans and facilitates daily recreational and enrichment activities which include but are not limited to games, sports, art, music, senior activities, and crafts for program participants.
- Resolves program issues within established guidelines; suggests program improvements.
- Inspects program areas and equipment and recommends maintenance and repair as needed.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Performs routine office duties, including basic cashiering, answering the telephone, greeting patrons, typing, data entry, copying, and filing; prepares flyers, calendars, and other publicity; prepares routine reports of participation and activities.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Effectively provide staff leadership and work direction.
- Oversee the operations and activities of assigned programs.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).

- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade, or work permit if currently in high school.

Experience:
- Three (3) years of increasingly responsible experience facilitating recreation programs/special events.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR WATER METER / DISTRIBUTION OPERATOR

SALARY: RANGE 72

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of skilled work in the operation, maintenance, and repair of the City's water infrastructure systems, including servicing water main and service lines; performs meter reading, water connection/disconnection services, and field inspections; maintains and repairs water meters; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Water Meter/Distribution Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Water Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing skilled work in the operation, maintenance, and repair of the City's water infrastructure systems; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Oversees and performs inspections, troubleshooting, and skilled maintenance, repairs, and replacements of water systems transmission/distribution main and service lines.
- Ensures unit work is conducted in compliance with state and federal environmental and water quality laws and regulations and City policies and standards.
- Oversees the troubleshooting, programming, repair, and replacement of meters and boxes.
- Receives and responds to customer complaints, including water meter leaks, low pressure issues, high water bills, and missing meter box lids; identifies issues and provides information and explanations to customers; directs or performs repairs.
- Ensures safe digs for water service line maintenance and water leak servicing; utilizes specialty equipment to locate and track water lines to water mains and confirm service line leaks.
- Safely operates medium and heavy equipment including vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, and utility trucks; safely uses various hand and power tools; cleans and maintains vehicles, tools, and equipment; ensures proper maintenance of tools and equipment, including preventive maintenance.
- Inspects and maintains water and wastewater systems infrastructure equipment and components.
- Directs or performs the City's dead end fire hydrant main flushing and valve exercising; directs or performs related maintenance, repairs, and servicing.
- Ensures work zones and equipment are set up in safe operating conditions; mitigates unsafe conditions and security issues.
- Oversees and performs the ordering and maintenance of stock to ensure parts are available, as necessary.
- Interprets plans, diagrams, blueprints, sketches, and specifications.
- Documents and records unit activities; prepares reports as directed.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Methods, materials, tools, and equipment used in water systems operations, repairs, and maintenance.
- State and federal laws and regulations governing water/wastewater utilities and emergency response.
- Safe work practices and occupational hazards.
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace.
- Methods and techniques of water transmission and distribution system installations, troubleshooting, and repairs.
- Basic computerized systems for equipment data logging and field work recording.
- OSHA guidelines related to water transmission/distribution system operations.
- Underground utility location services specifications and guidelines.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Follow standardized methods and procedures, and verbal and written instructions.
- Effectively perform water systems maintenance activities.
- Identify unsafe conditions and mechanical problems.
- Read and understand manufacturer manuals and equipment specifications.
- Following safe work practices.
- Safely operate a variety of equipment such as vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, utility trucks, and various hand and power tools.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Five (5) years of experience in water meter and distribution construction, repair, and maintenance experience, or two (2) years of experience equivalent to a Water Meter/Distribution Operator II with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

- Possession of a valid Forklift certification, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR WATER TREATMENT PLANT OPERATOR

SALARY: RANGE 82

Draft Classification
Pending CC Approval 09/17/25
FLSA Non-Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety operations, control, and preventative maintenance functions in support of the City's production of potable water; oversees and performs routine water quality laboratory analysis and ensures compliance with federal, state, and local laws and regulations; operates and maintains plant equipment; oversees preventive maintenance and repairs of plant facilities and equipment; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Water Treatment Plant Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Water Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing operations, control, and preventative maintenance functions in support of the City's production of potable water; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring that work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and

disciplinary actions.

- Leads the operations of the City's water treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Oversees and monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Leads and participates in the operation, installation, maintenance, and repair of the City's water treatment plant, distribution systems, and related equipment; inspects plant equipment; performs preventative maintenance; notifies management of unusual situations and makes inspections or corrects system problems as necessary.
- Ensures the proper maintenance of a wide variety of water plant equipment; inspects, troubleshoots, and diagnoses related problems and malfunctions.
- Ensures regular water quality analysis and the maintenance of analysis instrumentation and equipment to ensure accuracy; takes corrective action according to laboratory results.
- Oversees the maintenance of accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Ensures the maintenance and cleanliness of plant facilities and grounds.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and process of water treatment and water distribution systems.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities, water distribution systems, and related equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and participate in a variety of activities in the installation, maintenance, and repair of water treatment and water distribution systems.
- Operate, maintain, and repair a variety of water treatment equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.
- Conduct chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Oversee the maintenance of manual and automated logs, records, reports, and charts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Four (4) years of experience in mechanical maintenance of water treatment plant operations, or one (1) year of responsible work experience comparable to that of a Water Treatment Plant Operator III with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class "B" California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State

Water Resources Control Board, to be maintained throughout employment.

- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL
JOB DESCRIPTION

WASTEWATER PLANT CHIEF OPERATOR

SALARY: RANGE 85

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff, operations, and maintenance of the City's wastewater treatment plant, collection system, and sewage lift stations within the Public Services Department; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the maintenance and operations of the City's wastewater treatment plant, collection system, and sewage lift stations. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the City's wastewater treatment plant, collection system, and sewage lift stations in strict compliance with public health and federal and state regulations.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted

funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Public Services Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages, monitors, and controls the operations of the wastewater treatment plant, collection system, sewage lift stations, and related equipment and sites.
- Oversees and ensures compliance with state and federal regulations; serves as the City's representative for inspections and interactions with the California Regional Water Quality Control Board; compiles, reviews, and submits required reports to regulatory agencies.
- Performs periodic inspections of all phases of the wastewater treatment process to ensure balanced and proper operation of all systems; recommends alterations and changes in operating procedures, as necessary.
- Oversees and ensures compliance with National Pollution Discharge Elimination System (NPDES) reporting; applies for and renews NPDES permits.
- Oversees hazardous waste storage and disposal, sanitary sewer overflow, storm water management, and water pollution control programs and activities in compliance with Environmental Protection Act guidelines.
- Manages, monitors, and oversees required sampling and related paperwork.
- Oversees stock and makes purchases for plant facilities, the laboratory, and the collection system; ensures needed supplies are available; tracks and maintains detailed plant, maintenance, service, laboratory, and related records and documents.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Public Services Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment and collection systems maintenance and operations.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, procedures, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and equipment.
- Practices and procedures of collection system and lift system maintenance and operation.
- Maintenance and overhaul of plant equipment and installation and maintenance of wastewater and related facilities.
- Methods and techniques of sample collection, processing, and various chemical and physical testing of wastewater and related materials.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Uses and functions of Supervisory Control and Data Acquisition (SCADA) operating systems.
- NPDES reporting and compliance requirements.
- Recordkeeping principles and procedures.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.

- Provide administrative, management, and professional leadership for the City's wastewater treatment plant, collection system, and lift stations.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Inspect, diagnose, and correct wastewater treatment and collection system malfunctions and problems.
- Effectively conduct and oversee laboratory testing procedures and direct the maintenance and retention of related records.
- Effectively operate and utilize SCADA operating systems.
- Safely operate a variety of medium to heavy equipment, power tools, and hand tools.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and present technical information and data in an effective manner.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework or technical training in a related field.

Experience:
- Five (5) years of experience in the operation and maintenance of wastewater treatment and collection systems, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid Class "B" California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Collection System Maintenance Certification Grade 2 from the California Water Environmental Association (CWEA) to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard wastewater treatment plant, sewage lift stations, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard wastewater treatment plant, sewage lift stations, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

CITY OF IMPERIAL

JOB DESCRIPTION

WATER PLANT CHIEF OPERATOR

SALARY: RANGE 85

Draft Classification
Pending CC Approval 09/17/25
FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff, operations, and maintenance of the City's water treatment plant and water distribution system within the Public Services Department; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the maintenance of the City's water treatment plant and water distribution system. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the City's water treatment plant and water distribution system, including oversight of the maintenance required to ensure the production and distribution of potable water for the City.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted

funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Public Services Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages, monitors, and controls the operations of the water treatment plant, water distribution system, and related equipment and sites, including chemical feeding equipment, filtration equipment, reservoirs.
- Manages and oversees safe digs for water service line maintenance and water leak servicing, including the use of underground utility location services to identify utility lines in affected areas.
- Manages and oversees water main flushing and valve exercising.
- Participates in the planning, monitoring, and oversight of the construction of new water plant facilities; provides input to increase efficiency, productivity, and safety.
- Oversees stock and makes purchases for plant facilities, the laboratory, and the distribution system; ensures needed supplies are available.
- Tracks and maintains detailed plant, maintenance, service, laboratory, and related records and documents; compiles, reviews, and submits required documents and reports to regulatory agencies.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Public Services Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water treatment and distribution systems maintenance and operations.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, procedures, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water treatment plants and related equipment.
- Maintenance and overhaul of plant equipment and installation and maintenance of water and related facilities.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Principles and techniques of capital improvement construction, inspection, funding, and long-term maintenance.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Uses and functions of Supervisory Control and Data Acquisition (SCADA) operating systems.
- Recordkeeping principles and procedures.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the City's water treatment plant and distribution system.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Inspect, diagnose, and correct water treatment and water distribution system malfunctions and problems.
- Effectively conduct and oversee laboratory testing procedures and direct the maintenance and retention of related records.
- Effectively operate and utilize SCADA operating systems.
- Safely operate a variety of medium to heavy equipment, power tools, and hand tools.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and present technical information and data in an effective manner.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework or technical training in a related field.

Experience:
- Five (5) years of experience in the operation and maintenance of water systems, to include two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid Class "B" California Driver's License with endorsements for air brakes and

tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

City of Imperial
Classification and Compensation Schedule

CLASSIFICATION TITLE	BARGAINING UNIT NAME	RANGE
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
~~Administrative Analyst~~	~~Unrepresented MSPC~~	~~78~~
Administrative Assistant	Teamsters	60
~~Administrative Services Director~~	~~Unrepresented MSPC~~	~~102~~
~~Administrative Technician I~~	~~Unrepresented MSPC~~	~~72~~
~~Administrative Technician II~~	~~Unrepresented MSPC~~	~~75~~
Animal Control Officer	IPOA	57
Assistant City Clerk	Unrepresented MSPC	78
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Associate Planner	Unrepresented MSPC	85
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
~~Building Inspector III~~	~~Unrepresented MSPC~~	~~80~~
Building Official	Unrepresented MSPC	92
Building Service Worker	Teamsters	60
City Manager	Contract	Contract
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Coordinator	Unrepresented MSPC	69
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
~~Community Services Director~~	~~Unrepresented MSPC~~	~~102~~
Construction Project Coordinator	Unrepresented MSPC	76
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
~~Cybersecurity Administrator~~	~~Unrepresented MSPC~~	~~86~~

City of Imperial
Classification and Compensation Schedule

Cybersecurity Program Manager	Unrepresented MSPC	92
Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Engineering Technician/Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102
Finance Manager	Unrepresented MSPC	98
~~Financial Analyst~~	~~Unrepresented MSPC~~	~~78~~
Fleet and Facilities Supervisor	Unrepresented MSPC	85
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60
General Maintenance Worker III	Teamsters	64
Geographic Information Systems (GIS) Analyst	Unrepresented MSPC	78
~~Geographic Information Systems Coordinator~~	~~Unrepresented MSPC~~	~~75~~
Geographic Information Systems (GIS) Program Manager	Unrepresented MSPC	92
~~Geographic Information Systems Project Manager~~	~~Unrepresented MSPC~~	~~92~~
Human Resources Analyst	Unrepresented MSPC	78
~~Human Resources Manager~~	~~Unrepresented MSPC~~	~~98~~
Human Resources and Risk Management Director	Unrepresented MSPC	102
Human Resources Specialist	Unrepresented MSPC	80
Human Resources Technician	Unrepresented MSPC	68
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
~~Library Administrator~~	~~Unrepresented MSPC~~	~~81~~
Library Assistant	Teamsters	60
~~Library Assistant~~	~~Unrepresented Part-Time~~	~~60~~
Library Grant Coordinator	Unrepresented MSPC	75
Library Manager	Unrepresented MSPC	98
Library Page	Unrepresented Part-Time	55

City of Imperial
Classification and Compensation Schedule

~~Library Supervisor~~	~~Unrepresented MSPC~~	~~77~~
Library Support Services Worker	Unrepresented Part-Time	55
Library Technician	Teamsters	63
Lifeguard	Unrepresented Seasonal	55
Lifeguard/Swim Instructor	Unrepresented Seasonal	56
~~Lifeguard I~~	~~Unrepresented Seasonal~~	~~55~~
~~Lifeguard II~~	~~Unrepresented Seasonal~~	~~56~~
~~Lifeguard III~~	~~Unrepresented Seasonal~~	~~57~~
Literacy Coordinator	Unrepresented MSPC	75
~~Literacy Coordinator~~	~~Unrepresented Part-Time~~	~~75~~
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	~~80~~ 78
Organic Waste Monitor	Unrepresented Limited Term	65
Parks and Recreation Director	Unrepresented MSPC	102
Parks Maintenance Coordinator	Unrepresented MSPC	68
Park Maintenance Worker I	Teamsters	57
Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
~~Planner II~~	~~Teamsters~~	~~77~~
~~Planner III~~	~~Unrepresented MSPC~~	~~80~~
Police Captain	Unrepresented MSPC	98
Police Chief	Contract	102
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
~~Public Records Analyst~~	~~Unrepresented MSPC~~	~~78~~
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
~~Recreation Coordinator~~	~~Unrepresented MSPC~~	~~75~~

City of Imperial
Classification and Compensation Schedule

Recreation/Special Events Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
~~Recreation Leader III~~	~~Unrepresented Seasonal~~	~~57~~
Recreation Specialist	Teamsters	60
Senior Collection System Worker	Unrepresented MSPC	72
Senior Lifeguard/Swim Instructor	Unrepresented Seasonal	57
Senior Maintenance and Utility Worker	Unrepresented MSPC	68
Senior Parks Maintenance Worker	Unrepresented MSPC	68
Senior Planner	Unrepresented MSPC	92
Senior Recreation and Event Specialist	Unrepresented MSPC	72
Senior Recreation Leader	Unrepresented Seasonal	57
Senior Water Meter/Distribution Operator	Unrepresented MSPC	72
Senior Water Treatment Plant Operator	Unrepresented MSPC	82
~~Special Events Coordinator~~	~~Unrepresented MSPC~~	~~75~~
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80

CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2025-2026 (2.5% COLA)

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	10 YR STEP 8	15 YR STEP 9	20 YR STEP 10
55	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
56	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
57	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
58	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
59	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
60	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
61	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
62	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
63	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
64	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
65	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
66	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
67	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
68	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
69	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
70	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
71	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
72	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
73	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
74	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
75	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
76	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
77	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
78	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
79	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
80	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
81	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
82	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
83	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
84	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
85	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
86	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
87	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
88	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
89	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
90	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
91	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
92	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
93	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
94	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
95	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
96	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
97	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
98	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
99	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
100	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05
101	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22
102	58.95	61.90	64.99	68.24	71.65	75.24	79.00	82.95	87.10	91.45

Agenda Item No. C-4

DATE SUBMITTED	09/12/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	09/17/2025

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	( )
RESOLUTION	( )
ORDINANCE 1ST READING	( )
ORDINANCE 2ND READING	( )
CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Approval to amend the Resolution for MSPC Unrepresented employees to include the implementations from the class study.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

Staff recommends the City Council approve to amend the Resolution for MSPC Unrepresented Employees to include the implementations from the class study. This amendment will include a list of the job titles that fall under MSPC Unrepresented and whether those job positions are currently exempt or non-exempt. In addition, the amendment indicates that the exempt status for classifications in MSPC Unrepresented will be reviewed on a yearly basis and are subject to change based on FLSA exempt criteria.

FISCAL IMPACT: NOT TO EXCEED

There is no fiscal impact to amend the resolution, as the fiscal impact of the changes to the MSPC Unrepresented employees that are being reclassified was listed on the class study implementation agenda item.

FINANCE INITIALS: MMS

STAFF RECOMMENDATION:

Recommendation to approve to amend the Resolution for MSPC Unrepresented Employees.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

RESOLUTION 2025-49

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF IMPERIAL ESTABLISHING EMPLOYEE BENEFITS FOR MSPC UNREPRESENTED EMPLOYEES OF THE CITY OF IMPERIAL

WHEREAS, the City Council recognizes that unrepresented employees ("Unrepresented Employees"), which include those in management, supervisory, professional and confidential positions for the City of Imperial ("City"), must provide effective management and leadership to assure efficient City operations and quality public service; and

WHEREAS, Unrepresented Employees are comprised of Fair Labor Standards Act (FLSA) Exempt Classifications defined as an employee that is not entitled to overtime compensation under FLSA and FLSA Non-Exempt defined as employees who are not exempt and are entitled to overtime compensation under FLSA.

WHEREAS, the following Unrepresented Employees are classified as:

- FLSA Exempt Classifications
  - Accountant,
  - Assistant City Clerk,
  - Assistant City Manager,
  - Assistant to the City Manager,
  - Associate Planner,
  - Building and Code Enforcement Supervisor,
  - Building Official,
  - Community Development Director,
  - Community Development Project Manager,
  - Cybersecurity Program Manager,
  - Finance Director,
  - Finance Manager,
  - Fleet and Facilities Supervisor,
  - Geographic Information Systems (GIS) Analyst,
  - Geographic Information Systems (GIS) Program Manager,
  - Human Resources Analyst,
  - Human Resources and Risk Management Director,
  - Human Resources Specialist,
  - Information Technology Analyst,
  - Information Technology Director,
  - Library Manager,
  - Management Analyst,
  - Parks and Recreation Director,
  - Police Captain,

        - Public Services Director,
        - Public Services Manager,
        - Public Services Supervisor,
        - Senior Planner,
        - Wastewater Plant Chief Operator, and
        - Water Plant Chief Operator
    - FLSA Non-Exempt Classifications
        - Community Development Project Coordinator,
        - Construction Project Coordinator,
        - Executive Assistant,
        - Human Resources Technician,
        - Librarian,
        - Library Grant Coordinator,
        - Literacy Coordinator,
        - Parks Maintenance Coordinator,
        - Recreation/Special Events Coordinator,
        - Senior Collection System Worker,
        - Senior Maintenance and Utility Worker,
        - Senior Parks Maintenance Worker,
        - Senior Recreation and Event Specialist,
        - Senior Water Meter/Distribution Operator, and
        - Senior Water Treatment Plant Operator

New positions classified created after the adoption of this resolution and classified as unrepresented, shall be subject to the terms of this resolution.

WHEREAS, the City Council desires to establish the benefits to be afforded by the City to all Unrepresented Employees referenced above; and

WHEREAS, Exhibit A, attached herein, reflects the salary schedule for FY 2023-2024, FY 2024-2025, and FY 2025-2026; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL DOES RESOLVE, DETERMINE, AND ORDERS AS FOLLOWS:

1. All Unrepresented Employees referenced above shall receive the following benefits:
    a. A 10% cost of living adjustment (COLA) to the fiscal year (FY) 2023-2024 salary schedule, a 2.5% COLA to the FY 2024-2025 salary schedule and a 2.5% COLA to the FY 2025-2026 salary schedule;
    b. Merit increases will be provided for FY 2023-2024, FY 2024-2025, and FY 2025-2026 to employees who have received a satisfactory performance evaluation. Merits will be awarded on the employee's anniversary date. (Failure to receive a satisfactory performance evaluation will result in no merit increase being provided.

Successful completion of a department performance evaluation means a rating of "meets expectations" or higher);

c. Longevity Steps: The City will add two additional longevity steps to the salary schedule, allowing for longevity step increases at Step 8, Step 9 and Step 10.
    1. Upon adoption of this resolution all employees with 20 years or greater of continuous services with the City will immediately advance to step 10, so long as they have completed at least one year at step 8.
    2. All employees with equal to or greater than 15, but less than 20 years of continuous service with the City will immediately advance to Step 9, so long as they have completed a minimum of one year at step 8. Future step increases to take place per the provisions outlined under Section 8 Longevity Increases.
    3. Longevity salary increases outlined in c(1) and c(2) will be effective the first day of the pay period following execution of this agreement.
d. Health insurance will be provided as follows:
    1. City will pay one-hundred percent (100%) of the Employee Only and fifty percent (50%) of the dependent cost of medical, dental, and vision cost for existing plans selected by the employee during open enrollment for plan year(s) 2024-2026.
    2. City will pay monthly cost of up to seven hundred dollars ($700.00) of those employees who select SIMSA health plan during open enrollment for plan year(s) 2024-2026.
    3. Employees who waive coverage shall be provided the amount of four hundred dollars ($400.00) per month and be allowed to allocate said funds into a pre-tax health benefit and/or supplemental insurance coverage, and/or 457 deferred compensation account, and/or his or her paycheck as an after-tax benefit;
    4. City will pay one hundred percent (100%) of the cost of REACH Life Helicopter Services for employees and members of employee's household; and
    5. City will pay one hundred percent (100%) of the employee and dependent life insurance.
e. SDI benefits will be provided at one hundred percent (100%) of employee's cost.
f. Reimbursement of up to $50 per month shall be provided for gym or fitness class membership.

2. All employees filling a FLSA Exempt Classification referenced above, and are ineligible to earn overtime compensation shall receive the following benefit:
    a. Annual administrative leave in the amount of eighty (80) hours, to be provided the first pay period of each fiscal year.
        i. All employees classified as FLSA Exempt as of July 1, 2025 received their annual administrative leave for FY 25/26. Any additional staff that have moved into the FLSA Exempt status as of the date of this executed resolution will receive their annual administrative leave in the amount of eighty (80) hours, to be provided the following pay period after the execution of this resolution.

b. Unused annual administrative leave shall expire the last pay period of each fiscal year.
c. FLSA Exempt Classifications will be reviewed on a yearly basis and are subject to change based on FLSA Exempt criteria.

3. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee(s) identified within this resolution, with the exception of the Police Captain shall receive the following benefits as set forth in the Memorandum of Understanding with Teamster's Local Union # 542 adopted by the City of Imperial City Council on July 5, 2023, as though fully set forth herein:

    a. Article 5 – Compensation (Sections 1, 8, and 9)
        A. Section 1 – Salary Schedule
        B. Section 8 – Longevity Increases
        C. Section 9 – Education Pay
    b. Article 8 – Holidays
    c. Article 9 – Sick Leave
    d. Article 10 – Vacation
    e. Article 11 – Other Leaves
    f. Article 12 – Health Benefits
    g. Article 13 – Retirement Plan

4. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Public Services Director, Public Services Manager, Public Services Foreman, Water Chief Operator, Wastewater Chief Operator, Community Development Director, Project Manager, Building Inspector III, Parks and Recreation Director, Information Technology Director, and Information Technology Technician shall also receive the following benefits:
    a. Employee Safety Voucher for boots, up to four-hundred dollars ($400.00). Products must have ASTM, F2413-11, MI/75, C/75 and/or EH marking inside footwear.

5. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Administrative Services Technician I, Administrative Services Technician II, Building Inspector III, Executive Assistant, Financial Analyst, Human Resources Analyst, Human Resources Specialist, Literacy Coordinator, Management Analyst, Public Records Analyst, Recreation Coordinator, and Special Events Coordinator shall also receive the following benefits:
    a. Employees will be eligible to receive bilingual stipend of up to $50.00 ($25.00 for Oral Proficiency and $25.00 for Written Proficiency) per pay period upon becoming certified in a foreign language hereby specified as Spanish, through a city administered exam testing oral and/or written proficiency provided that the position occupied has been "designated" to receive such pay by the City Manager's Office. In order to be eligible to receive bilingual pay, the use of the identified

foreign language must be a necessary part of their daily work activities and for purposes of communicating with the general public.

6. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee in the position of Police Captain shall also receive the following benefits as set forth in the Memorandum of Understanding with the Imperial Police Officers' Association adopted by the City Council on July 5, 2023, as though fully set forth herein:
    a. Article X- Safety and Other Equipment Exclusive of Required Uniforms
    b. Article XI- Uniforms and Uniform allowance
    c. Article XIII- Employee Leaves
        A - Sick Leave
        B - Vacation Leave
        C - Funeral Leave
        D - Bereavement Leave
        E - Jury Duty Leave
        F – Military Leave
        G - Other Leave Types
        H - Donation of Time
    d. Article XIV- Holidays
    e. Article XV- Replacement/Repair of Employees Personal Property
    f. Article XVI – Health Benefits
    g. Article XVII- Compensation
        i. Section B: Post Certification
        ii. Section K: Education Pay
    h. Article XVIII- Retirement
    i. Article XX- Personnel Files
    j. Article XXI- Performance Evaluation
    k. Article XXII- Punitive Action
    l. Article XXIII- Administrative Appeal Procedure
    m. Article XXIV- Discipline
    n. Article XXV- Grievance Procedure

7. The City Manager or designee are authorized to take those steps required to implement the provisions of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Imperial on the 17th day of September, 2025.

JAMES TUCKER
Mayor

ATTEST:

_____
KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-49 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 17th day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on September 17, 2025.

_____
KRISTINA SHIELDS,
City Clerk

Agenda Item No. C-15

DATE SUBMITTED	09/10/2025	COUNCIL ACTION	( )
SUBMITTED BY	City Manager	PUBLIC HEARING REQUIRED	( )
DATE ACTION REQUIRED	9/17/25	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
		ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Appoint a council member and an alternate for the County of Imperial Airport Land Use Commissioner vacant seat.

DEPARTMENT INVOLVED:

BACKGROUND/SUMMARY:

The County of Imperial Airport Land Use Commission currently has two vacant seats. The City of Imperial has the opportunity to appoint a council member to fill one of these vacancies. The role of the position involves reviewing and making determinations on land use within the airport's "sphere of influence," ensuring air navigation safety, promoting air commerce, and conducting public hearings for proposed developments. These hearings are held every third Wednesday of the month at 6:00 PM.

FISCAL IMPACT:
No fiscal impact.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:
Appoint primary and alternate.

DEPT. INITIALS: _____

MANAGER'S RECOMMENDATION:
select a council member to sit on ALUC

CITY MANAGER's INITIALS: [illegible]

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO: