

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

2026 SALARIES - 4% increase over 2025 hourly rates. (Salaries effective 12/21/2025)

Class Code	Class Title	A	B	C	D	E	F	G	H	I	J	K
3000	Administrative Typist I	17.47	18.05	18.63	19.22	19.79	20.37	20.96	21.54	22.11	22.69	23.26
3010	Administrative Typist II	19.77	20.35	20.94	21.53	22.11	22.69	23.26	23.85	24.43	25.01	25.59
3020	Administrative Clerk	19.77	20.35	20.94	21.53	22.11	22.69	23.26	23.85	24.43	25.01	25.59
3030	Senior Administrative Clerk	22.68	23.49	24.33	25.14	25.96	26.80	27.60	28.43	29.23	30.07	30.88
3040	Administrative Assistant I	21.57	22.48	23.39	24.32	25.24	26.14	27.06	27.99	28.88	29.81	30.73
3050	Administrative Assistant II	23.33	24.11	24.87	25.63	26.42	27.18	27.96	28.71	29.49	30.25	31.01
3060	Administrative Assistant III	24.04	25.25	26.43	27.61	28.80	29.99	31.19	32.38	33.56	34.75	35.93
3065	Administrative Receptionist	15.49	16.00	16.50	17.00	17.51	18.02	18.53	19.04	19.54	20.05	20.56
3067	Receptionist to City Council	17.47	18.05	18.63	19.22	19.79	20.37	20.96	21.54	22.11	22.69	23.26

STEP PROGRESSION:

STEP	REQUIREMENT
"A"	Initial hire
"B"	One year at "A" step
"C"	One year at "B" step
"D"	One year at "C" step
"E"	One year at "D" step
"F"	One year at "E" step
"G"	One year at "F" step
"H"	One year at "G" step
"I"	One year at "H" step
"J"	One year at "I" step
"K"	One year at "J" step

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

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

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