

Attachment #1

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

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

<u>Class Code</u>	<u>Class Title</u>	A	B	C	D	E	F	G	H	I	J	K
3000	AdministrativeTypist I	17.47	18.05	18.63	19.22	19.79	20.37	20.96	21.54	22.11	22.69	23.26
3010	AdministrativeTypist 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:

<u>STEP</u>	<u>REQUIREMENT</u>
"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.

Attachment #2

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

2027 SALARIES - 3% increase over 2026 hourly rates. (Salaries effective 12/20/2026)

<u>Class Code</u>	<u>Class Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>
3000	Administrative Typist I	17.99	18.59	19.19	19.80	20.38	20.98	21.59	22.19	22.77	23.37	23.96
3010	Administrative Typist II	20.36	20.96	21.57	22.18	22.77	23.37	23.96	24.57	25.16	25.76	26.36
3020	Administrative Clerk	20.36	20.96	21.57	22.18	22.77	23.37	23.96	24.57	25.16	25.76	26.36
3030	Senior Administrative Clerk	23.36	24.19	25.06	25.89	26.74	27.60	28.43	29.28	30.11	30.97	31.81
3040	Administrative Assistant I	22.22	23.15	24.09	25.05	26.00	26.92	27.87	28.83	29.75	30.70	31.65
3050	Administrative Assistant II	24.03	24.83	25.62	26.40	27.21	28.00	28.80	29.57	30.37	31.16	31.94
3060	Administrative Assistant III	24.76	26.01	27.22	28.44	29.66	30.89	32.13	33.35	34.57	35.79	37.01
3065	Administrative Receptionist	15.95	16.48	17.00	17.51	18.04	18.56	19.09	19.61	20.13	20.65	21.18
3067	Receptionist to City Council	17.99	18.59	19.19	19.80	20.38	20.98	21.59	22.19	22.77	23.37	23.96

STEP PROGRESSION:

<u>STEP</u>	<u>REQUIREMENT</u>
"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

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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.

Attachment #3

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

2028 SALARIES - 3% increase over 2027 hourly rates. (Salaries effective 12/19/2027)

Class Code	Class Title	A	B	C	D	E	F	G	H	I	J	K
3000	AdministrativeTypist I	18.53	19.15	19.77	20.39	20.99	21.61	22.24	22.86	23.45	24.07	24.68
3010	AdministrativeTypist II	20.97	21.59	22.22	22.85	23.45	24.07	24.68	25.31	25.91	26.53	27.15
3020	Administrative Clerk	20.97	21.59	22.22	22.85	23.45	24.07	24.68	25.31	25.91	26.53	27.15
3030	Senior Administrative Clerk	24.06	24.92	25.81	26.67	27.54	28.43	29.28	30.16	31.01	31.90	32.76
3040	Administrative Assistant I	22.89	23.84	24.81	25.80	26.78	27.73	28.71	29.69	30.64	31.62	32.60
3050	Administrative Assistant II	24.75	25.57	26.39	27.19	28.03	28.84	29.66	30.46	31.28	32.09	32.90
3060	Administrative Assistant III	25.50	26.79	28.04	29.29	30.55	31.82	33.09	34.35	35.61	36.86	38.12
3065	Administrative Receptionist	16.43	16.97	17.51	18.04	18.58	19.12	19.66	20.20	20.73	21.27	21.82
3067	Receptionist to City Council	18.53	19.15	19.77	20.39	20.99	21.61	22.24	22.86	23.45	24.07	24.68

STEP PROGRESSION:

<u>STEP</u>	<u>REQUIREMENT</u>
"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

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Attachment #4

EE. CLASSIFICATIONS - FUNCTIONAL POSITIONS

2029 SALARIES - 3% increase over 2028 hourly rates. (Salaries effective 12/17/2028)

Class Code	Class Title	A	B	C	D	E	F	G	H	I	J	K
3000	AdministrativeTypist I	19.09	19.72	20.36	21.00	21.62	22.26	22.91	23.55	24.15	24.79	25.42
3010	AdministrativeTypist II	21.60	22.24	22.89	23.54	24.15	24.79	25.42	26.07	26.69	27.33	27.96
3020	Administrative Clerk	21.60	22.24	22.89	23.54	24.15	24.79	25.42	26.07	26.69	27.33	27.96
3030	Senior Administrative Clerk	24.78	25.67	26.58	27.47	28.37	29.28	30.16	31.06	31.94	32.86	33.74
3040	Administrative Assistant I	23.58	24.56	25.55	26.57	27.58	28.56	29.57	30.58	31.56	32.57	33.58
3050	Administrative Assistant II	25.49	26.34	27.18	28.01	28.87	29.71	30.55	31.37	32.22	33.05	33.89
3060	Administrative Assistant III	26.27	27.59	28.88	30.17	31.47	32.77	34.08	35.38	36.68	37.97	39.26
3065	Administrative Receptionist	16.92	17.48	18.04	18.58	19.14	19.69	20.25	20.81	21.35	21.91	22.47
3067	Receptionist to City Council	19.09	19.72	20.36	21.00	21.62	22.26	22.91	23.55	24.15	24.79	25.42

STEP PROGRESSION:

<u>STEP</u>	<u>REQUIREMENT</u>
"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
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