

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CITY OF NEWPORT BEACH**  
**AND**  
**THE PART TIME EMPLOYEES ASSOCIATION OF**  
**NEWPORT BEACH**



**January 1, 2019 through December 31, 2021**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF NEWPORT BEACH  
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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF NEWPORT BEACH AND  
THE PART TIME EMPLOYEES ASSOCIATION OF NEWPORT BEACH**

This MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is entered into with reference to the following:

**PREAMBLE**

1. The Part Time Employees Association of Newport Beach ("PTEANB" or "Association"), a recognized employee organization, and the City of Newport Beach ("City"), a municipal corporation and charter city, have been meeting and conferring, in good faith, with respect to wages, hours, fringe benefits and other terms and conditions of employment.
2. PTEANB representatives and City representatives have reached an agreement as to wages, hours and other terms and conditions of employment as provided in this Memorandum of Understanding (MOU) for the period from *January 1, 2019 through December 31, 2021*.
3. This MOU, upon approval by PTEANB and the Newport Beach City Council, represents the total and complete understanding and agreement between the parties regarding all matters within the scope of representation. Except as limited herein, the City retains all management rights as set forth in the Meyers-Milias-Brown Act and Resolution No. 2001-50.

**SECTION 1. – General Provisions**

**A. Recognition**

In accordance with the provisions of the Charter of the City of Newport Beach, the Meyers-Milias-Brown Act of the State of California and the provisions of the Employer-Employee Relations Resolution No. 2001-50, the City acknowledges that PTEANB is the majority representative for the purpose of meeting and conferring regarding wages, hours and other terms and conditions of employment for part-time employees in those classifications specified in Exhibit "A" and meeting the following recognition requirements.

1. Recognition will continue for all employees recognized as of date of adoption of this MOU; thereafter, employees will become eligible for recognition after working a cumulative total of 1,000 hours in any fiscal year.
2. Recognition for unit membership may also occur whenever the City determines it is mandated by State or Federal law to provide Minimum

Essential Coverage, as defined by the Federal Affordable Care Act.

3. Once eligible for recognition, employees remain covered under the MOU regardless of the number of hours subsequently worked.

B. Duration of Memorandum

Except as specifically provided otherwise, any ordinance, resolution or action of the City Council necessary to implement this MOU shall be considered effective as of *January 1, 2019*. This MOU shall remain in full force and effect until *December 31, 2021*, and the terms and conditions of this MOU shall continue after the date of expiration of this MOU in the event the parties have not yet agreed upon a successor MOU.

The *provisions* of this MOU shall prevail over conflicting provisions of the Newport Beach City Charter, the ordinances, resolutions and policies of the City of Newport Beach, and Federal and State statutes, rules and regulations which either specifically provide that agreements such as this prevail, confer rights which may be waived by any collective bargaining agreement, or are, pursuant to decisional or statutory law, superseded by the provisions of an agreement similar to this MOU.

C. Employee Data and Access

*As required by the law*, the City shall provide PTEANB a regular list of all unit members including name, department, and job title.

D. Modifications

Any agreement, alteration, understanding, variation, or waiver or modification of any of the terms or provisions of this MOU shall not be binding upon the parties unless contained in a written document executed by authorized representatives of the parties.

E. Subcontracting

As provided in the Employer-Employee Relations Resolution No. 2001-50, the City shall determine the manner in which City services are to be provided, including whether the City should provide services directly or contract out work, including work that is currently being performed by Association members. In the event the City introduces a plan to outsource services to achieve greater efficiency and/or cost savings, and upon request by the Association, the City shall meet and confer with Association representatives to discuss the impact of the City's decision to contract out work, prior to contracting out such services. The City shall retain sole authority to decide whether or not to contract out work, including work that is

currently being performed by Association members. This provision shall not limit the City's authority to enter into such an agreement for any City services.

F. Savings

Should any part of this MOU be rendered or declared illegal or invalid by legislation, decree of court of competent jurisdiction or other established governmental administrative tribunal, such invalidation shall not affect the remaining portions of this MOU.

**SECTION 2. – Compensation**

A. Pay for Time Worked

1. Salary Adjustments

*Effective the later of the pay period including July 1, 2019, or the pay period following City Council approval of the MOU, base salaries will be increased by 1.75%*

*Effective the pay period including July 1, 2020, employee base salaries will be increased by 1.75%*

*Effective the pay period including July 1, 2021, employee base salaries will be increased by 1.75%*

Notwithstanding the above adjustments, the top step pay rate of Police Reserve Officer shall be, at a minimum, equal to Step 1 of Police Officer.

2. Compensation for Overtime - Normal Overtime

- a. Advanced Approval - Employees must have advanced approval from their supervisor to work overtime.
- b. FLSA Overtime - Overtime earned for actual work hours in excess of 40 in the employee's defined FLSA workweek.
- c. Contract Overtime – Overtime earned for an employee whose hours paid in their defined FLSA workweek exceeds 40. For purposes of calculating hours paid for contract overtime, Leave does not count as hours worked for purposes of calculating or earning overtime.
- d. Rate at Which Overtime is Calculated – Both FLSA and Contract Overtime (paid at time and one half – 1.5) shall be calculated at the regular rate of pay, except that the rate at which Contract Overtime is calculated shall not include the City's Cafeteria Plan Allowance,

*the opt-out Cafeteria Plan Allowance, or any cash back an employee may receive from the Cafeteria Plan Allowance by choosing benefits which cost less than the Allowance.*

- e. Workweek for Purposes of Calculating Overtime – Employees workweek shall begin on Saturday at 12:00 a.m. and will end exactly 168 hours later the following Friday at 11:59 p.m.
- f. Reporting Time: The City calculates overtime in tenths of an hour. An employee who works in excess of three minutes of the next tenth should round up to the next tenth and if the employee works three minutes or less of the next tenth should round down. For example, if an employee whose normal work schedule ends at 5:00 p.m. works until 5:03 p.m. he/she should round down and not report the additional three minutes. However, if the employee works until 5:04 p.m., he/she should report an additional tenth of an hour of time worked.

3. Minimum Wage Adjustment

*Salary ranges of positions that fall below the State minimum wage due to increases in the State minimum wage rate will be adjusted to ensure that employees are earning at least the State minimum wage.*

4. Assignment Pay

Night Shift Differential:

Police Department Staff: Unit members assigned to the Police Department shall be eligible for Night Shift Differential of \$1.50 per hour, payable for each regularly scheduled hour worked between 6:00 p.m. and 6:00 a.m.

Library Staff: Unit members assigned to the Library Department shall be eligible for Night Shift Differential of \$1.00 per hour, payable for each regularly scheduled hour worked after 5:00 p.m. and for all hours of shifts worked on Sundays.

*Overtime worked either as an extension of an assigned shift or scheduled as an overtime shift shall not qualify the employee for Night Shift Differential. To qualify for the the differential, the hours worked have to be part of the employee's regularly assigned schedule.*

*The parties agree that to the extent permitted by law, the shift differential pay in this section is special compensation and shall be reported to*

*CalPERS as such pursuant to Title 2 CCR, Section 571(a)(4) Shift Differential Pay.*

Matron Pay: Female Police Department employees assigned matron duties shall receive one (1) hour straight time pay for each shift matron duties are performed. The employee must work a minimum shift of eight (8) hours to be eligible.

Bilingual Pay: Employees certified as bilingual (Spanish) shall be eligible to receive seventy-five cents (\$0.75) per hour in bilingual pay. The certification process will confirm the employee is fluent at the appropriate conversational level in speaking Spanish. Employees certified shall receive bilingual pay the first full pay period following certification. Additional languages may be considered upon Department Director determination of the benefit to the City and upon approval by the Human Resources Director.

*The parties agree that to the extent permitted by law, the Bilingual pay in this section is special compensation and shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571(a)(4) Bilingual Premium.*

### **SECTION 3. – Fringe Benefits**

#### **A. Cafeteria Plan**

The City has implemented an IRS qualified Cafeteria Plan. Employees shall have the option of allocating Cafeteria Plan contributions towards the City's existing medical insurance as program rules allow. Employees shall be allowed to change coverages in accordance with plan rules and during regular open enrollment periods. For employees enrolled in medical plans, the cafeteria amount is inclusive of *each year's statutory minimum CalPERS medical insurance contribution*. Employees waiving medical coverage and eligible for opt-out benefits described below must provide proof of *minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California)*.

*An employee who enters the unit, whether as a new employee or as an employee coming from a full time unit, shall have the most recent date he/she enters the unit be the date which dictates the employee's cafeteria benefit amount.*

#### **Cafeteria Plan – 3 Benefit Tiers**

*Effective January 1, 2017, the City adopted a three (3) Tiered Cafeteria benefit structure. Tier eligibility is based on the date of enrollment into the PTEANB and health coverage requirements set forth by the Federal Affordable Care Act (hereinafter referred to as "the Act").*

## TIER 1

*Criteria: Tier 1 benefits are available to unit members to whom the City must offer affordable health coverage as required by the Act. Under the Act's current definition, eligible unit members in this group work an average of 30 hours or more per week as determined by the City's look-back measurement method for determining employee eligibility for health coverage. Unit members found to be eligible using the look-back measurement will be offered Tier 1 benefits the following January. Eligibility may also occur when otherwise mandated under the Act.*

*Each year, in order to meet Minimum Essential Coverage (MEC) guidelines as established by the Act, the City shall identify the portion of the cafeteria benefit that is allocated to medical-only coverage. The remaining portion of the cafeteria benefit may be used toward the purchase of additional medical coverage or be payable to the employee as taxable cash back. For example, in 2019, the MEC is \$400 per month and the City would identify \$400 per month to medical-only coverage. Employees enrolled in medical plans would be eligible to receive \$400 towards medical-only and \$375 for the purchase of additional medical coverage or payable as taxable cash back. The amounts allocated to medical-only versus other benefits/cash back may adjust annually in order for the City to meet its obligation to meet MEC requirements.*

*Tier 1 - Group A: This benefit level applies to employees who first enrolled as PTEANB members prior to July 1, 2014 and work 30 hours or more per week. The City shall provide a cafeteria benefit of \$775 per month toward medical benefits for these members. Tier 1 employees who have waived medical coverage and have been receiving an "opt out" benefit of \$263.40 per month are grandfathered. No additional employees will be provided this "opt out" benefit.*

*Tier 1 - Group B: This benefit level applies to employees who first enrolled as PTEANB members on or after July 1, 2014 and work 30 hours or more per week. The City shall provide this group a cafeteria benefit of \$ 650 per month toward medical benefits. This amount is allocated to medical benefits only to meet the MEC. No portion of the cafeteria benefit is payable to the employee as taxable cash back. There is no "opt out" cash benefit for eligible unit members who waive coverage. Should the Minimum Essential Coverage exceed \$550 per month, the City shall adjust the monthly benefit to comply with the MEC threshold.*

## TIER 2

*Criteria: Tier 2 benefits are available to employees who first enrolled as PTEANB members prior to July 1, 2016 and to whom the City is not required by the Act to offer affordable health coverage. In accordance with the Act's current definition,*



*unit members in Tier 2 work an average of less than 30 hours per week as determined by the City's look-back measurement method for determining employee eligibility for health coverage.*

*Tier 2 - Group A: For Tier 2 unit members who are enrolled in a City medical plan, the City provides a cafeteria benefit of \$4.25 per hour for each hour worked, to a maximum of 60 hours per pay period. Use of paid leave shall be considered as time worked for the purpose of continuing the \$4.25 per hour benefit.*

*Tier 2 - Group B: (1) Tier 2 employees who first enrolled as PTEANB members prior to July 1, 2014 and who waive medical coverage, shall receive from the City an "opt out" cafeteria benefit of \$3.25 per hour worked, to a maximum of 60 hours per pay period. Paid leave shall not be considered as time worked for the purpose of continuing the \$3.25 per hour benefit. (2) There is no "opt out" benefit for employees who waive medical coverage and who became PTEANB members on or after July 1, 2014.*

### TIER 3

*Tier 3 applies to employees who first enrolled as PTEANB members on or after July 1, 2016 and to whom the City is not required by the Act to offer affordable health coverage. In accordance with the Act's current definition, unit members in Tier 3 work an average of less than 30 hours per week as determined by the City's look-back measurement method for determining employee eligibility for health coverage. Unit members in Tier 3 do not receive any cafeteria benefit.*

## B. Healthcare Reform

*The parties recognize that certain State and Federal laws, programs, and regulations, including the Affordable Care Act, may impact future medical plan offerings. Either party may request to reopen discussions regarding medical insurance for the purpose of discussing alternative approaches and proposals to providing healthcare coverage. In addition, should State or Federal laws concerning taxation of healthcare benefits change, the parties agree to meet and discuss the impact of such change.*

## C. Pay for Leave

*Employees are subject to a Flex Leave program in which employees receive pay for leave credits for each hour worked at the rate of .04 hours for each hour worked. Credits are placed in an individual Flex Leave bank for each employee and during 2019 will be subject to being paid out upon bi-weekly request (up to two times during 2019), only to the extent that an employee has earned such credits. The maximum accrual of pay for leave hours will be one hundred (100) hours. Once an*

employee reaches the maximum accrual rate, Flex Leave will stop accruing until the employee's balance falls below 100 hours.

*Effective in calendar year 2020 and thereafter, employees shall have the option of converting accrued Flex Leave to cash on an hour for hour basis subject to the following: On or before the pay period which includes December 15 (starting on December 15, 2019) of each calendar year, an employee may make an irrevocable election to cash out accrued flex leave which will be earned in the following calendar year. The employee can elect to receive the cash out in the pay period which includes June 30 and/or the pay period which includes December 15 for those Flex Leave benefits that have been earned during that portion of the year.*

D. Jury Duty

PTEANB employees legally required to serve as a juror, and who provide appropriate documentation, shall be eligible for leave with pay for jury service occurring during the employee's regularly scheduled shift, and as provided in the City of Newport Beach Employee Policy Manual. *Employees will be paid for the hours they would have been regularly scheduled to work during those days when they were required to be on jury duty.*

E. Retirement Benefit

1. PERS Retirement

The City contracts with the California Public Employees Retirement System (PERS) to provide retirement benefits for its Miscellaneous employees. Pursuant to prior agreements and state mandated reform, the City has implemented first, second and third tier retirement benefits:

Tier 1: For employees hired by the City *and enrolled in PERS* on or before November 23, 2012, the retirement formula shall be the 2.5%@55 calculated on the basis of the single highest year.

Tier 2: For employees first hired by the City *and enrolled in PERS* between November 24 and December 31, 2012, or hired on or after January 1, 2013 and are current *classic* members of the retirement system, as defined in the Public Employees Pension Reform Act ("PEPRA"), the retirement formula shall be 2%@60 calculated on the average 36 highest months' salary.

Tier 3: For employees first eligible for the PERS benefit on or after January 1, 2013, and who do not meet the Tier 2 criteria *because they are new members as defined by the PEPRA*, the retirement formula shall be 2%@62 calculated on the average 36 highest months' salary.

## 2. Employee Contributions

PTEANB employees will continue to pay the statutory normal member contribution *for all Tiers*. Employee retirement contributions referenced below that are in addition to the normal PERS Member Contribution will be made on a pre-tax basis through payroll deduction, to the extent allowable by the government tax code. It is recognized that these payments will not be reported to PERS as contributions toward either the member or employer rate, as provided under GC Section 20516(f).

Tier 1 Employees: *Tier 1 Employees shall pay their eight percent (8%) (compensation earnable) member contribution, 2.42% compensation earnable (as cost sharing) per Government Code section 20516(a) and 2.58% compensation earnable (as cost sharing) per Government Code section 20516(f).*

Tier 2 Employees: *Tier 2 employees shall pay their seven percent (7%) (Compensation earnable) member contribution and six percent (6%) of compensation earnable as cost sharing per Government Code section 20516(f).*

Tier 3 Employees: *The minimum statutory employee contribution for employees in Tier 3 is subject to the provisions of the (PEPRA) and equals 50% of the "total normal cost".*

*Tier 3 employees shall make an additional contribution of pensionable compensation toward retirement pursuant to Government Code Section 20516(f), for a total employee contribution of 13% of pensionable compensation.*

The City contracts with PERS for the 4<sup>th</sup> Level 1959 Survivors Insurance Benefit, \$500 Lump Sum Death Benefit, Sick Leave Credit, Military Service Credit, 2% Cost of Living Adjustment and the pre-retirement option settlement 2 death benefit (Section 21548).

Employees in the classifications Police Cadet and Police Reserve Officer are excluded from membership in PERS, as provided in the contract between the City of Newport Beach and the Board of Administration of the Public Employees' Retirement System.

## 3. PARS Retirement

PTEANB employees not enrolled in the PERS retirement system will participate in the Public Agency Retirement Services (PARS) program. The City will make a matching 3.75% contribution to PARS on behalf of the employees.

F. Other Benefits Not Provided

No other fringe benefits are provided to employees in the Part Time Unit.

**SECTION 4. - Miscellaneous.**

A. Direct Deposit

All employees shall participate in the payroll direct deposit system.

B. Recreation Department Step Adjustment

Unit members in the classification Recreation Leader, Senior Recreation Leader, Pool Lifeguard, Senior Pool Lifeguard, Senior Services Van Driver, Marine Naturalist Interpreter, and Park Patrol Officer, or comparable classifications as amended, may be eligible for salary step increases upon meeting the following criteria: 365 days have passed since the last salary step increase; employee has worked a minimum of 125 hours in the classification within the preceding 365 days; and the employee is rated as "Contributor" or greater on his or her most recent performance evaluation. Additional salary steps must remain in the range in order to receive the adjustment.

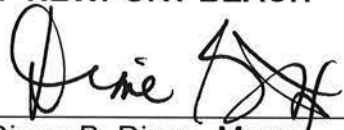
***Signatures on the following page***

Executed this 25 day of JUNE, 2019:

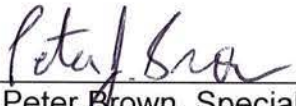
**PART TIME EMPLOYEES ASSOCIATION OF NEWPORT BEACH**

By:   
Jonathan Umanzor, President

**CITY OF NEWPORT BEACH**

By:   
Diane B. Dixon, Mayor

**APPROVED AS TO FORM**

By:   
Peter Brown, Special Counsel

**ATTEST:**

By:   
Leilani Brown, City Clerk



EXHIBIT A

SALARY SCHEDULE FOR PART TIME POSITIONS  
**NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB**  
 PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revision Date: July 6, 2019, 1.75% Cost-of-Living Adjustment

PART TIME POSITION *	HOURLY RATE <sup>1</sup>		MONTHLY SALARY <sup>2</sup>	
	Min	Max	Min	Max
Administrative Analyst	\$33.93	\$47.75	\$5,882	\$8,277
Administrative Assistant	\$28.22	\$39.72	\$4,891	\$6,885
Building Inspector II	\$34.00	\$47.86	\$5,894	\$8,296
Civil Engineer, Associate	\$40.42	\$56.91	\$7,005	\$9,864
Civil Engineer, Junior	\$36.36	\$51.15	\$6,302	\$8,866
Code Enforcement Officer	\$26.15	\$36.80	\$4,533	\$6,379
Code Enforcement Officer Trainee	\$22.22	\$31.26	\$3,852	\$5,418
Crime Analyst, Senior	\$31.24	\$43.97	\$5,414	\$7,621
Crime Prevention Specialist	\$29.41	\$41.38	\$5,097	\$7,173
Custody Officer	\$26.92	\$37.89	\$4,667	\$6,568
Department Assistant	\$22.12	\$31.14	\$3,834	\$5,397
Facilities Maintenance Worker II	\$21.30	\$29.96	\$3,691	\$5,192
Fiscal Clerk	\$19.95	\$28.07	\$3,459	\$4,866
Fiscal Clerk, Senior	\$23.23	\$32.65	\$4,026	\$5,660
Fiscal Specialist	\$26.91	\$37.84	\$4,665	\$6,559
GIS Technical Aide	\$13.94	\$19.62	\$2,416	\$3,400
Harbor Services Worker	\$20.66	\$25.10	\$3,580	\$4,351
Harbor Services Worker, Lead	\$22.43	\$31.56	\$3,887	\$5,471
Human Resources Analyst	\$36.39	\$51.21	\$6,307	\$8,877
Human Resources Specialist I	\$28.04	\$39.41	\$4,861	\$6,831
Human Resources Specialist II	\$30.47	\$42.89	\$5,282	\$7,434
Information Technology Technician	\$21.44	\$30.19	\$3,716	\$5,233
Intern	\$17.71	-	\$3,071	-
Librarian I	\$27.22	\$38.28	\$4,718	\$6,635
Library Assistant	\$23.17	\$32.56	\$4,016	\$5,644
Library Clerk I	\$18.03	\$25.36	\$3,125	\$4,395
Library Clerk II	\$19.03	\$26.81	\$3,298	\$4,647
Library Page	\$12.75	\$16.29	\$2,210	\$2,823
Life Safety Specialist III	\$40.65	\$57.20	\$7,046	\$9,915
Lifeguard Cadet	\$12.97	-	\$2,249	-
Literacy Coordinator	\$27.54	\$38.76	\$4,774	\$6,718
Maintenance Aide	\$13.14	\$15.97	\$2,277	\$2,769
Marine Naturalist Interpreter	\$16.16	\$17.80	\$2,801	\$3,085
Marketing Specialist	\$27.55	\$38.77	\$4,776	\$6,720

EXHIBIT A

SALARY SCHEDULE FOR PART TIME POSITIONS  
**NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB**  
 PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revision Date: July 6, 2019, 1.75% Cost-of-Living Adjustment

Office Assistant	\$18.88	\$26.64	\$3,273	\$4,617
<b>PART TIME POSITION *</b>	<b>HOURLY RATE <sup>1</sup></b>		<b>MONTHLY SALARY <sup>2</sup></b>	
	Min	Max	Min	Max
Paralegal	\$29.59	\$41.65	\$5,129	\$7,219
Park Patrol Officer	\$20.66	\$25.10	\$3,580	\$4,351
Permit Technician II	\$29.59	\$41.65	\$5,129	\$7,219
Planner, Assistant	\$30.43	\$42.86	\$5,275	\$7,429
Planning Technician	\$27.68	\$38.95	\$4,797	\$6,751
Police Cadet	\$12.74	\$15.48	\$2,208	\$2,683
Police Community Services Officer	\$21.53	\$33.40	\$3,732	\$5,790
Police Dispatcher	\$27.47	\$38.68	\$4,762	\$6,704
Police Reserve Officer	\$23.98	\$33.74	\$4,156	\$5,848
Pool Lifeguard	\$13.14	\$15.97	\$2,277	\$2,769
Pool Lifeguard, Senior	\$19.02	\$23.17	\$3,296	\$4,016
Pool Swim Instructor	\$15.50	\$18.83	\$2,686	\$3,265
Public Works Technical Aide	\$16.41	\$19.97	\$2,845	\$3,462
Records Specialist	\$27.57	\$38.80	\$4,780	\$6,725
Recreation Coordinator, Assistant	\$20.95	\$29.46	\$3,631	\$5,106
Recreation Leader	\$12.88	\$15.65	\$2,233	\$2,713
Recreation Leader, Senior	\$16.41	\$19.97	\$2,845	\$3,462
Recreation Supervisor	\$30.66	\$43.15	\$5,314	\$7,480
Review Officer	\$33.02	\$38.22	\$5,723	\$6,624
Shuttle Driver	\$20.29	\$28.57	\$3,517	\$4,952
Student Aide	\$12.80	\$16.31	\$2,219	\$2,828
Support Services Aide	\$21.30	\$29.96	\$3,691	\$5,192
Utilities Specialist	\$24.56	\$34.56	\$4,256	\$5,990

*Compensated as listed on the schedule, or California minimum wage, whichever is greater.*

\*Not all positions listed are represented by PTEANB. Employees must meet minimum recognition requirements as outlined in Section 1.A of the PTEANB Memorandum of Understanding.

<sup>1</sup> Hourly pay rates are rounded to the nearest hundredth.

<sup>2</sup> Monthly pay rates are rounded to the nearest whole dollar. Pay rates may vary slightly due to rounding.

## EXHIBIT A

SALARY SCHEDULE FOR PART TIME POSITIONS  
**NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB**  
 PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revised: June 27, 2020, 1.75% Cost-of-Living Adjustment

PART TIME POSITION *	HOURLY RATE <sup>1</sup>		MONTHLY SALARY <sup>2</sup>	
	Min	Max	Min	Max
Administrative Analyst	\$34.53	\$48.59	\$5,985	\$8,422
Administrative Assistant	\$28.71	\$40.42	\$4,976	\$7,006
Building Inspector II	\$34.60	\$48.70	\$5,997	\$8,441
Civil Engineer, Associate	\$41.12	\$57.90	\$7,128	\$10,037
Civil Engineer, Junior	\$36.99	\$52.04	\$6,412	\$9,021
Code Enforcement Officer	\$26.61	\$37.45	\$4,612	\$6,491
Code Enforcement Officer Trainee	\$22.61	\$31.80	\$3,919	\$5,513
Crime Analyst, Senior	\$31.78	\$44.74	\$5,509	\$7,754
Crime Prevention Specialist	\$29.92	\$42.11	\$5,186	\$7,298
Custody Officer	\$27.39	\$38.55	\$4,748	\$6,683
Department Assistant	\$22.51	\$31.68	\$3,901	\$5,491
Facilities Maintenance Worker II	\$21.67	\$30.48	\$3,756	\$5,283
Fiscal Clerk	\$20.30	\$28.56	\$3,519	\$4,951
Fiscal Clerk, Senior	\$23.64	\$33.22	\$4,097	\$5,759
Fiscal Specialist	\$27.38	\$38.50	\$4,747	\$6,674
GIS Technical Aide	\$14.18	\$19.96	\$2,459	\$3,460
Harbor Services Worker	\$21.02	\$25.54	\$3,643	\$4,427
Harbor Services Worker, Lead	\$22.82	\$32.12	\$3,955	\$5,567
Human Resources Analyst	\$37.02	\$52.11	\$6,417	\$9,032
Human Resources Specialist I	\$28.53	\$40.10	\$4,946	\$6,950
Human Resources Specialist II	\$31.01	\$43.64	\$5,375	\$7,564
Information Technology Technician	\$21.81	\$30.72	\$3,781	\$5,324
Intern	\$18.02	-	\$3,124	
Librarian I	\$27.69	\$38.95	\$4,800	\$6,751
Library Assistant	\$23.57	\$33.13	\$4,086	\$5,742
Library Clerk I	\$18.35	\$25.80	\$3,180	\$4,472
Library Clerk II	\$19.36	\$27.28	\$3,356	\$4,729
Library Page	\$12.97	\$16.57	\$2,249	\$2,873
Life Safety Specialist III	\$41.36	\$58.21	\$7,169	\$10,089
Lifeguard Cadet	\$13.20	-	\$2,288	
Literacy Coordinator	\$28.03	\$39.43	\$4,858	\$6,835
Maintenance Aide	\$13.37	\$16.25	\$2,317	\$2,817
Marine Naturalist Interpreter	\$16.44	\$18.11	\$2,850	\$3,139



# EXHIBIT A

## SALARY SCHEDULE FOR PART TIME POSITIONS NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revised: June 27, 2020, 1.75% Cost-of-Living Adjustment

PART TIME POSITION	HOURLY RATE <sup>1</sup>		MONTHLY SALARY <sup>2</sup>	
	Min	Max	Min	Max
Marketing Specialist	\$28.04	\$39.45	\$4,860	\$6,837
Office Assistant	\$19.22	\$27.10	\$3,331	\$4,698
Paralegal	\$30.11	\$42.38	\$5,219	\$7,345
Park Patrol Officer	\$21.02	\$25.54	\$3,643	\$4,427
Permit Technician II	\$30.11	\$42.38	\$5,219	\$7,345
Planner, Assistant	\$30.97	\$43.61	\$5,367	\$7,559
Planning Technician	\$28.16	\$39.63	\$4,881	\$6,869
Police Cadet	\$12.96	\$15.75	\$2,247	\$2,730
Police Community Services Officer	\$21.91	\$33.99	\$3,797	\$5,891
Police Dispatcher	\$27.95	\$39.35	\$4,845	\$6,821
Police Reserve Officer	\$24.40	\$34.33	\$4,229	\$5,951
Pool Lifeguard	\$13.37	\$16.25	\$2,317	\$2,817
Pool Lifeguard, Senior	\$19.35	\$23.57	\$3,354	\$4,086
Pool Swim Instructor	\$15.77	\$19.16	\$2,733	\$3,322
Public Works Technical Aide	\$16.70	\$20.32	\$2,895	\$3,523
Records Specialist	\$28.06	\$39.48	\$4,863	\$6,843
Recreation Coordinator, Assistant	\$21.32	\$29.97	\$3,695	\$5,195
Recreation Leader	\$13.11	\$15.92	\$2,272	\$2,760
Recreation Leader, Senior	\$16.70	\$20.32	\$2,895	\$3,523
Recreation Supervisor	\$31.19	\$43.91	\$5,407	\$7,611
Review Officer	\$33.60	\$38.89	\$5,823	\$6,740
Shuttle Driver	\$20.64	\$29.07	\$3,578	\$5,039
Student Aide	\$13.02	\$16.60	\$2,258	\$2,877
Support Services Aide	\$21.67	\$30.48	\$3,756	\$5,283
Utilities Specialist	\$24.99	\$35.16	\$4,331	\$6,095

*Compensated as listed on the schedule, or California minimum wage, whichever is greater.*

\*Not all positions listed are represented by PTEANB. Employees must meet minimum recognition requirements as outlined in Section 1.A of the PTEANB Memorandum of Understanding.

<sup>1</sup> Hourly pay rates are rounded to the nearest hundredth.

<sup>2</sup> Monthly pay rates are rounded to the nearest whole dollar. Pay rates may vary slightly due to rounding.

## EXHIBIT A

SALARY SCHEDULE FOR PART TIME POSITIONS  
**NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB**  
 PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revised: June 26, 2021, 1.75% Cost-of-Living Adjustment

PART TIME POSITION *	HOURLY RATE <sup>1</sup>		MONTHLY SALARY <sup>2</sup>	
	Min	Max	Min	Max
Administrative Analyst	\$35.13	\$49.44	\$6,089	\$8,569
Administrative Assistant	\$29.21	\$41.13	\$5,063	\$7,128
Building Inspector II	\$35.21	\$49.55	\$6,102	\$8,589
Civil Engineer, Associate	\$41.84	\$58.92	\$7,253	\$10,212
Civil Engineer, Junior	\$37.64	\$52.96	\$6,524	\$9,179
Code Enforcement Officer	\$27.07	\$38.10	\$4,693	\$6,604
Code Enforcement Officer Trainee	\$23.01	\$32.36	\$3,988	\$5,609
Crime Analyst, Senior	\$32.34	\$45.52	\$5,606	\$7,890
Crime Prevention Specialist	\$30.44	\$42.84	\$5,277	\$7,426
Custody Officer	\$27.87	\$39.23	\$4,831	\$6,800
Department Assistant	\$22.90	\$32.23	\$3,970	\$5,587
Facilities Maintenance Worker II	\$22.05	\$31.01	\$3,822	\$5,376
Fiscal Clerk	\$20.66	\$29.06	\$3,581	\$5,038
Fiscal Clerk, Senior	\$24.05	\$33.80	\$4,169	\$5,859
Fiscal Specialist	\$27.86	\$39.18	\$4,830	\$6,791
GIS Technical Aide	\$14.43	\$20.31	\$2,502	\$3,520
Harbor Services Worker	\$21.38	\$25.99	\$3,707	\$4,505
Harbor Services Worker, Lead	\$23.22	\$32.68	\$4,024	\$5,664
Human Resources Analyst	\$37.67	\$53.02	\$6,530	\$9,190
Human Resources Specialist I	\$29.03	\$40.80	\$5,032	\$7,072
Human Resources Specialist II	\$31.55	\$44.40	\$5,469	\$7,696
Information Technology Technician	\$22.20	\$31.26	\$3,847	\$5,418
Intern	\$18.34	-	\$3,179	-
Librarian I	\$28.18	\$39.63	\$4,884	\$6,869
Library Assistant	\$23.99	\$33.71	\$4,158	\$5,843
Library Clerk I	\$18.67	\$26.25	\$3,236	\$4,550
Library Clerk II	\$19.70	\$27.76	\$3,415	\$4,811
Library Page	\$13.20	\$16.86	\$2,288	\$2,923
Life Safety Specialist III	\$42.08	\$59.22	\$7,295	\$10,265
Lifeguard Cadet	\$13.43	-	\$2,328	-
Literacy Coordinator	\$28.52	\$40.12	\$4,943	\$6,955
Maintenance Aide	\$13.60	\$16.54	\$2,357	\$2,867
Marine Naturalist Interpreter	\$16.73	\$18.42	\$2,900	\$3,194

# EXHIBIT A

## SALARY SCHEDULE FOR PART TIME POSITIONS NOT ALL PART TIME POSITIONS LISTED ARE REPRESENTED BY PTEANB PTEANB MOU TERM: JANUARY 1, 2019 – DECEMBER 31, 2021

Revised: June 26, 2021, 1.75% Cost-of-Living Adjustment

PART TIME POSITION	HOURLY RATE <sup>1</sup>		MONTHLY SALARY <sup>2</sup>	
	Min	Max	Min	Max
Marketing Specialist	\$28.53	\$40.14	\$4,945	\$6,957
Office Assistant	\$19.55	\$27.58	\$3,389	\$4,780
Paralegal	\$30.63	\$43.12	\$5,310	\$7,474
Park Patrol Officer	\$21.38	\$25.99	\$3,707	\$4,505
Permit Technician II	\$30.63	\$43.12	\$5,310	\$7,474
Planner, Assistant	\$31.51	\$44.37	\$5,461	\$7,691
Planning Technician	\$28.65	\$40.33	\$4,967	\$6,990
Police Cadet	\$13.19	\$16.03	\$2,286	\$2,778
Police Community Services Officer	\$22.29	\$34.58	\$3,864	\$5,995
Police Dispatcher	\$28.44	\$40.04	\$4,930	\$6,940
Police Reserve Officer	\$24.83	\$34.93	\$4,303	\$6,055
Pool Lifeguard	\$13.60	\$16.54	\$2,357	\$2,867
Pool Lifeguard, Senior	\$19.69	\$23.99	\$3,413	\$4,158
Pool Swim Instructor	\$16.04	\$19.50	\$2,781	\$3,380
Public Works Technical Aide	\$16.99	\$20.68	\$2,945	\$3,584
Records Specialist	\$28.55	\$40.17	\$4,948	\$6,962
Recreation Coordinator, Assistant	\$21.69	\$30.50	\$3,760	\$5,286
Recreation Leader	\$13.34	\$16.20	\$2,312	\$2,808
Recreation Leader, Senior	\$16.99	\$20.68	\$2,945	\$3,584
Recreation Supervisor	\$31.74	\$44.68	\$5,502	\$7,744
Review Officer	\$34.18	\$39.57	\$5,925	\$6,858
Shuttle Driver	\$21.01	\$29.58	\$3,641	\$5,127
Student Aide	\$13.25	\$16.89	\$2,297	\$2,928
Support Services Aide	\$22.05	\$31.01	\$3,822	\$5,376
Utilities Specialist	\$25.42	\$35.78	\$4,406	\$6,201

*Compensated as listed on the schedule, or California minimum wage, whichever is greater.*

\*Not all positions listed are represented by PTEANB. Employees must meet minimum recognition requirements as outlined in Section 1.A of the PTEANB Memorandum of Understanding.

<sup>1</sup> Hourly pay rates are rounded to the nearest hundredth.

<sup>2</sup> Monthly pay rates are rounded to the nearest whole dollar. Pay rates may vary slightly due to rounding.