

City of Walnut - Salary Schedule
 For Fiscal Year 2024 - 25
 Effective as of July 1, 2024
 Executive (E)

<u>Range</u>	<u>Rate Type</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	
M13	Monthly	11,340	11,907	12,502	13,127	13,783	14,473	
M14	Monthly	11,868	12,461	13,084	13,738	14,425	15,146	
M15	Monthly	Per City Manager Employment Agreement						22,750

<u>Range</u>	<u>Position</u>
M13	DIRECTOR OF ADMINISTRATIVE SERVICES
M13	DIRECTOR OF COMMUNITY DEVELOPMENT
M13	DIRECTOR OF COMMUNITY SERVICES
M13	DIRECTOR OF FINANCE *
M13	DIRECTOR OF PUBLIC WORKS
M14	UNASSIGNED
M15	CITY MANAGER

*\$250 ADDITIONAL PER MONTH STIPEND

City of Walnut - Salary Schedule
 For Fiscal Year 2024 - 25
 Effective as of July 1, 2024

Management (M)

<u>Range</u>	<u>Rate Type</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
M1	Monthly	5,412	5,683	5,966	6,264	6,578	6,906
M2	Monthly	5,462	5,735	6,021	6,322	6,638	6,971
M3	Monthly	5,631	5,913	6,209	6,519	6,845	7,187
M4	Monthly	5,715	6,002	6,302	6,617	6,947	7,294
M5	Monthly	5,900	6,195	6,505	6,830	7,172	7,530
M6	Monthly	5,999	6,298	6,614	6,944	7,291	7,656
M6.1	Monthly	6,256	6,568	6,897	7,242	7,604	7,985
M7	Monthly	6,483	6,807	7,147	7,505	7,880	8,274
M8	Monthly	7,046	7,398	7,768	8,158	8,565	8,993
M9	Monthly	7,279	7,644	8,026	8,426	8,848	9,291
M10	Monthly	7,480	7,855	8,247	8,659	9,093	9,547
M11	Monthly	7,733	8,119	8,525	8,952	9,400	9,869
M12	Monthly	8,019	8,419	8,840	9,282	9,746	10,234
M12.1	Monthly	9,280	9,744	10,231	10,743	11,281	11,844

<u>Range</u>	<u>Position</u>
M1	UNASSIGNED
M2	UNASSIGNED
M3	MANAGEMENT ANALYST
M4	UNASSIGNED
M5	UNASSIGNED
M6	RECREATION SUPERVISOR
M6	FINANCE ANALYST
M6	ASSOCIATE PLANNER
M6.1	MAINTENANCE SUPERVISOR
M7	UNASSIGNED
M8	ADMINISTRATIVE SERVICES / HUMAN RESOURCES OFFICER
M8	COMMUNITY RELATIONS OFFICER
M8	SENIOR MANAGEMENT ANALYST
M8	SENIOR FINANCE ANALYST
M9	SENIOR PLANNER
M10	UNASSIGNED
M11	UNASSIGNED
M12	UNASSIGNED
M12	MAINTENANCE SUPERINTENDENT
M12.1	FINANCE MANAGER
M12.1	PLANNING & CODE ENFORCEMENT MANAGER
M12.1	CITY CLERK

City of Walnut - Salary Schedule
 For Fiscal Year 2024 - 25
 Effective as of July 1, 2024
 Classified (C)

<u>Range</u>	<u>Rate Type</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
G1	Monthly	3,646	3,830	4,020	4,221	4,433	4,655
G2	Monthly	3,949	4,147	4,354	4,572	4,801	5,040
G3	Monthly	4,160	4,368	4,587	4,816	5,057	5,310
G3.1	Monthly	4,259	4,473	4,696	4,931	5,178	5,437
G4	Monthly	4,344	4,560	4,788	5,029	5,280	5,543
G5	Monthly	4,350	4,568	4,797	5,036	5,287	5,552
G6	Monthly	4,415	4,634	4,866	5,110	5,365	5,634
G7	Monthly	4,524	4,750	4,988	5,237	5,499	5,774
G8	Monthly	4,711	4,947	5,194	5,454	5,727	6,013
G9	Monthly	4,947	5,193	5,454	5,727	6,013	6,313
G10	Monthly	5,026	5,278	5,541	5,820	6,109	6,415
G11	Monthly	5,459	5,732	6,018	6,320	6,635	6,968
G12	Monthly	5,494	5,767	6,056	6,359	6,677	7,010
G13	Monthly	5,660	5,944	6,242	6,553	6,881	7,224
G14	Monthly	5,796	6,086	6,389	6,708	7,045	7,395

<u>Range</u>	<u>Position</u>
G1	UNASSIGNED
G2	MAINTENANCE WORKER I
G3	COMMUNITY DEVELOPMENT TECHNICIAN
G3.1	RECREATION COORDINATOR
G4	OFFICE ASSISTANT
G5	UNASSIGNED
G6	MAINTENANCE WORKER II
G7	UNASSIGNED
G8	UNASSIGNED
G9	ADMINISTRATIVE ASSISTANT
G9	SENIOR MAINTENANCE WORKER
G9	ACCOUNTING TECHNICIAN
G10	CODE ENFORCEMENT SPECIALIST
G10	COMMUNITY DEVELOPMENT SPECIALIST
G11	UNASSIGNED
G12	SENIOR ADMINISTRATIVE ASSISTANT
G13	UNASSIGNED
G14	FOREMAN
G14	LANDSCAPE INSPECTOR
G14	SENIOR ACCOUNTING TECHNICIAN

City of Walnut - Salary Schedule
For Fiscal Year 2024 - 25
Effective as of July 1, 2024

Effective 7-1-24: Removing Vacant Titles

The following unassigned positions have been removed from the Management Salary Schedule: Assistant Planner, Code Enforcement Specialist II, Maintenance Manager, and City Planner.

The following unassigned positions have been removed from the Classified Salary Schedule: Receptionist / Cashier, Cable Production Assistant, Accounting Assistant, Irrigation Technician, and Deputy City Clerk.

Effective 7-1-24: Changing Titles

The following titles have been modified to reflect the current job description and assigned duties: Community Services Superintendent to Maintenance Services Superintendent, Leadworker to Senior Maintenance Worker, and Executive Assistant to Senior Administrative Assistant.

Effective 7-1-24: Adding Titles

The following title has been added to the Executive Salary Schedule: Director of Public Works

The following positions have been added to the Management Salary Schedule: Community Relations Officer

The following positions have been added to the Classified Salary Schedule: Community Development Specialist and Landscape Inspector

City of Walnut - Salary Schedule
 For Fiscal Year 2024 - 25
 Effective as of July 1, 2024
 Permanent Part Time (PPT)

<u>Range</u>	<u>Position</u>	<u>Rate Type</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
PPT2	Cable Production Assistant	Hourly	26.49	27.81	29.21	x	x	x
PPT3	Office Clerk	Hourly	20.89	21.93	23.03	x	x	x
PPT3	Recreation Specialist	Hourly	20.89	21.93	23.03	x	x	x
PPT4	Administrative Intern	Hourly	18.04	18.94	19.88	x	x	x
PPT5	Community Development Technician	Hourly	24.01	25.20	26.46	27.78	29.17	30.63

DEFINITIONS

A. A part-time position is a position having a work week of fewer hours than the work week established for a full-time position. A part-time position may be either Permanent or Seasonal.

B. A permanent part-time position is utilized twelve (12) months per year.

GUIDELINES

A. Permanent part-time employees are hired at the entry step or any step at the discretion of the City Manager.

B. After completing six months within a classification at each step and receiving a performance evaluation of satisfactory or above, the permanent part-time employee may be eligible for the next step. One year thereafter, the permanent part-time employee shall be given a performance evaluation and may move to the next step, so long as the employee's performance evaluation is satisfactory or above.

City of Walnut - Salary Schedule
for Fiscal Year 2024 - 25
Effective as of July 1, 2024
Seasonal Part Time (SPT)

<u>Range</u>	<u>Position</u>	<u>Rate Type</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
SPT 1	Pool Manager	Hourly	19.50	20.48	21.50	22.57	23.70	24.89
SPT 3	Assistant Pool Manager	Hourly	18.50	19.43	20.40	21.42	22.49	23.61
SPT 4	Intern	Hourly	17.50	18.38	19.29	20.26	21.27	22.33
SPT 4	Swim Instructor	Hourly	17.50	18.38	19.29	20.26	21.27	22.33
SPT 5	Sr. Recreation Leader	Hourly	18.00	18.90	19.85	20.84	21.88	22.97
SPT 6	Recreation Leader II	Hourly	16.50	17.33	18.19	19.10	20.06	21.06
SPT 6	Lifeguard	Hourly	16.50	17.33	18.19	19.10	20.06	21.06
SPT 7	Recreation Leader	Hourly	16.00	16.80	17.64	18.52	19.45	20.42
SPT 8	Human Resources Specialist	Hourly	50.00	52.50	55.13	57.88	60.78	63.81

Effective 1-1-24: Deleting titles:

Program Lead -position is no longer needed - staff holding this title will change to Sr. Recreation Leader
Lifeguard II - position is no longer needed - no current staff have this title

Effective 1-1-24: Adding title:

Intern - Range SPT 5

DEFINITIONS

A. The Seasonal Part Time (SPT) positions are part time and at-will. These positions will have a work week of fewer hours than the work week established for a full-time position. These positions are limited to 1000 hours in a fiscal year and are generally assigned for a limited duration, as needed by the City of Walnut.

GUIDELINES

A. Effective 1-1-24, all SPT titles will have six (6) steps to allow for flexibility in recruitment and retention of staff. The additional steps will allow the City to adjust placement of staff on steps as needed. B. Seasonal Part-Time (SPT) employees are eligible for a step increase upon completion of a minimum of one (1) year of continuous employment and confirmation of satisfactory job performance by their supervisor. C. Employees will be eligible for a step increase every year thereafter until they reach the top step of their salary range. D. The City reserves the right to place a SPT employee on a step higher than entry level depending on experience and the need of the City.