

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

Accountant I
Accountant II
Accounting Technician
Administrative Assistant
Assistant City Attorney
Assistant City Manager
Assistant Director of Community Development
Assistant Director of Public Works
Assistant Director of Recreation and Community Services
Assistant to the City Manager
Building Official
Business Systems Analyst/Program Manager
Capital Improvement Program Manager
Chief Technology Officer/Director of Information Services (Department Head)
City Architect
City Clerk
City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Recreation and Community Services (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Service Center Superintendent
Sustainability Manager
Transportation Manager
Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13, 11/13, 12/13, 3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17

City of Cupertino

Listing of Unrepresented Classifications by

Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-)
Amended 10/4/16 (Res. No.)
Amended 10/18/16 (Res. No.)
Amended 11/15/16 (Res. No.)
Amended 6/20/17 (Res. No.)
Amended 10/17/17 (Res. No.)

FINANCE MANAGER	\$63.02	\$66.17	\$69.48	\$72.95	\$76.60
GIS COORDINATOR	\$40.63	\$42.66	\$44.79	\$47.03	\$49.38
GIS PROGRAM MANAGER	\$61.32	\$64.39	\$67.61	\$70.99	\$74.54
HUMAN RESOURCE ANALYST I	\$43.02	\$45.17	\$47.42	\$49.80	\$52.29
HUMAN RESOURCES ANALYST II	\$47.42	\$49.80	\$52.29	\$54.90	\$57.65
HUMAN RESOURCES ASSISTANT	\$27.33	\$28.70	\$30.14	\$31.64	\$33.23
HUMAN RESOURCES MANAGER	\$63.02	\$66.17	\$69.48	\$72.95	\$76.60
HUMAN RESOURCES TECHNICIAN	\$37.43	\$39.30	\$41.26	\$43.33	\$45.49
I.T. ASSISTANT	\$35.26	\$37.02	\$38.87	\$40.81	\$42.86
INNOVATION AND TECHNOLOGY MANAGER - INFRASTRUCTURE	\$61.32	\$64.39	\$67.61	\$70.99	\$74.54
LEGAL SERVICES MANAGER	\$38.28	\$40.19	\$42.20	\$44.31	\$46.53
MANAGEMENT ANALYST	\$43.38	\$45.55	\$47.83	\$50.22	\$52.73
NETWORK SPECIALIST	\$46.49	\$48.81	\$51.25	\$53.81	\$56.50
PARK RESTORATION IMPV MGR	\$59.10	\$62.06	\$65.16	\$68.42	\$71.84
PERMIT CENTER MANAGER	\$55.38	\$58.15	\$61.06	\$64.11	\$67.31
PLANNING MANAGER	\$61.57	\$64.64	\$67.88	\$71.27	\$74.83
PUBLIC AFFAIRS MANAGER	\$53.88	\$56.57	\$59.40	\$62.37	\$65.49
PUBLIC INFORMATION OFFICER	\$54.73	\$57.47	\$60.34	\$63.36	\$66.52
PUBLIC WORKS PROJECT MANAGER	\$51.95	\$54.55	\$57.28	\$60.14	\$63.15
PUBLIC WORKS SUPERVISOR	\$45.10	\$47.36	\$49.72	\$52.21	\$54.82
RECREATION MANAGER	\$48.59	\$51.02	\$53.57	\$56.25	\$59.06
RECREATION SUPERVISOR	\$44.07	\$46.27	\$48.59	\$51.02	\$53.57
SENIOR ACCOUNTANT	\$46.67	\$49.00	\$51.45	\$54.02	\$56.72
SENIOR CIVIL ENGINEER	\$62.02	\$65.12	\$68.38	\$71.80	\$75.39
SENIOR MANAGEMENT ANALYST	\$47.42	\$49.80	\$52.29	\$54.90	\$57.64
SERVICE CENTER SUPERINTENDENT	\$57.27	\$60.13	\$63.14	\$66.29	\$69.61
SUSTAINABILITY MANAGER	\$53.92	\$56.61	\$59.44	\$62.42	\$65.54
WEB SPECIALIST	\$41.10	\$43.16	\$45.32	\$47.58	\$49.96

Salary Effective First Full Pay Period in July 2018

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$37.48	\$39.35	\$41.32	\$43.39	\$45.56
ACCOUNTANT II	\$41.32	\$43.38	\$45.55	\$47.83	\$50.22
ACCOUNTING TECHNICIAN	\$38.36	\$40.28	\$42.30	\$44.41	\$46.63
ADMINISTRATIVE ASSISTANT	\$33.74	\$35.43	\$37.20	\$39.06	\$41.01
ASSISTANT CITY ATTORNEY	\$77.05	\$80.90	\$84.95	\$89.19	\$93.65
ASSISTANT CITY MGR - COMM DEV	\$99.87	\$104.87	\$110.11	\$115.62	\$121.40
ASSISTANT DIRECTOR COMM DEV	\$71.45	\$75.03	\$78.78	\$82.72	\$86.85
ASSISTANT TO THE CITY MANAGER	\$57.33	\$60.20	\$63.21	\$66.37	\$69.69
ASST DIR PUBLIC WORKS	\$74.33	\$78.05	\$81.95	\$86.05	\$90.35
BUILDING OFFICIAL	\$60.66	\$63.69	\$66.87	\$70.22	\$73.73
BUSINESS SYSTEMS ANALYST	\$47.65	\$50.03	\$52.53	\$55.16	\$57.92
CAPITAL IMPV PROGRAM MGR	\$60.58	\$63.61	\$66.79	\$70.13	\$73.64
CITY ARCHITECT	\$49.40	\$51.87	\$54.46	\$57.18	\$60.04

CITY CLERK	\$56.72	\$59.56	\$62.54	\$65.67	\$68.95
CITY ENGINEER	\$67.68	\$71.07	\$74.62	\$78.35	\$82.27
COMMUNITY RELATIONS COORDINATOR	\$38.90	\$40.84	\$42.88	\$45.03	\$47.28
DEPARTMENT HEAD	\$88.21	\$92.62	\$97.25	\$102.12	\$107.22
DEPUTY BUILDING OFFICIAL	\$56.76	\$59.60	\$62.58	\$65.71	\$69.00
DEPUTY CITY ATTORNEY	\$55.44	\$58.21	\$61.12	\$64.18	\$67.39
DEPUTY CITY CLERK	\$40.48	\$42.50	\$44.63	\$46.86	\$49.20
DEPUTY CITY MANAGER	\$67.98	\$71.38	\$74.94	\$78.69	\$82.63
DIRECTOR OF PUBLIC WORKS	\$90.79	\$95.33	\$100.10	\$105.11	\$110.36
ECONOMIC DEVELOPMENT MANAGER	\$62.44	\$65.56	\$68.84	\$72.28	\$75.89
ENVIRONMENTAL PROGRAMS MANAGER	\$56.45	\$59.27	\$62.23	\$65.34	\$68.61
EXEC ASST TO CITY MANAGER	\$38.94	\$40.89	\$42.93	\$45.08	\$47.34
EXEC ASST TO THE CITY ATTN	\$37.99	\$39.89	\$41.89	\$43.98	\$46.18
FINANCE MANAGER	\$64.59	\$67.82	\$71.21	\$74.78	\$78.51
GIS COORDINATOR	\$41.64	\$43.73	\$45.91	\$48.21	\$50.62
GIS PROGRAM MANAGER	\$62.86	\$66.00	\$69.30	\$72.76	\$76.40
HUMAN RESOURCE ANALYST I	\$44.09	\$46.30	\$48.61	\$51.04	\$53.59
HUMAN RESOURCES ANALYST II	\$48.61	\$51.04	\$53.59	\$56.27	\$59.09
HUMAN RESOURCES ASSISTANT	\$28.02	\$29.42	\$30.89	\$32.43	\$34.06
HUMAN RESOURCES MANAGER	\$64.59	\$67.82	\$71.21	\$74.78	\$78.51
HUMAN RESOURCES TECHNICIAN	\$38.36	\$40.28	\$42.30	\$44.41	\$46.63
I.T. ASSISTANT	\$36.14	\$37.95	\$39.84	\$41.83	\$43.93
INNOVATION AND TECHNOLOGY MANAGER - INFRASTRUCTURE	\$62.86	\$66.00	\$69.30	\$72.76	\$76.40
LEGAL SERVICES MANAGER	\$39.23	\$41.20	\$43.26	\$45.42	\$47.69
MANAGEMENT ANALYST	\$44.47	\$46.69	\$49.03	\$51.48	\$54.05
NETWORK SPECIALIST	\$47.65	\$50.03	\$52.53	\$55.16	\$57.92
PARK RESTORATION IMPV MGR	\$60.58	\$63.61	\$66.79	\$70.13	\$73.64
PERMIT CENTER MANAGER	\$56.76	\$59.60	\$62.58	\$65.71	\$69.00
PLANNING MANAGER	\$63.10	\$66.26	\$69.57	\$73.05	\$76.70
PUBLIC AFFAIRS MANAGER	\$55.22	\$57.98	\$60.88	\$63.93	\$67.12
PUBLIC INFORMATION OFFICER	\$57.33	\$60.20	\$63.21	\$66.37	\$69.69
PUBLIC WORKS PROJECT MANAGER	\$53.25	\$55.92	\$58.71	\$61.65	\$64.73
PUBLIC WORKS SUPERVISOR	\$46.23	\$48.54	\$50.97	\$53.51	\$56.19
RECREATION MANAGER	\$49.80	\$52.29	\$54.91	\$57.65	\$60.54
RECREATION SUPERVISOR	\$45.17	\$47.43	\$49.80	\$52.29	\$54.91
SENIOR ACCOUNTANT	\$47.83	\$50.23	\$52.74	\$55.37	\$58.14
SENIOR CIVIL ENGINEER	\$63.57	\$66.75	\$70.09	\$73.59	\$77.27
SENIOR MANAGEMENT ANALYST	\$48.61	\$51.04	\$53.59	\$56.27	\$59.09
SERVICE CENTER SUPERINTENDENT	\$58.70	\$61.63	\$64.72	\$67.95	\$71.35
SUSTAINABILITY MANAGER	\$56.45	\$59.27	\$62.23	\$65.34	\$68.61
WEB SPECIALIST	\$42.13	\$44.24	\$46.45	\$48.77	\$51.21

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of eight (8) hours per day in the temporary assignment.

Out of classification compensation shall not be used as a substitute for the permanent classification or reclassification of positions. An employee may be assigned to work in a higher class when there is a vacant position, either temporary (incumbent on leave of absence) or permanent (vacant position which has not been filled), or when an employee assumes additional work that would otherwise be performed by consultants which results in a cost savings to the City. All requests for out of classification compensation must be approved by the Human Resources Director. Persons approved to work out of class will continue to receive salary step adjustments in their regular classification based upon satisfactory performance. The out of class salary step will be adjusted accordingly in accordance to the policy set forth herein when the employee's salary in the permanent classification is adjusted.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the employee's current classification such that the employee does not qualify for working out of class pay.

Adopted by Action of the City Council
October 2016

Revised