

RESOLUTION NO. 2634

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
ADOPTING THE PAY SCHEDULES AND JOB CLASSIFICATIONS PLAN
EFFECTIVE JANUARY 01, 2026**

WHEREAS, the City Council shall establish , in accordance with CCR 570.5, a publicly available Pay Schedule and Job Classifications Plan; and,

WHEREAS, said Pay Schedule and Job Classifications Plan will include a descriptive title, salary ranges and the number of allocated positions; and,

WHEREAS, during the Fiscal Year 2025/2026 needs may arise to amend the Pay Schedule and Job Classifications Plan; and,

WHEREAS, the City Council will review said Schedules and Job Classifications Plan each year as part of the budget process and adjust accordingly by adopting a new resolution; and

WHEREAS, the City Manager may hire new employees within the salary range and classifications in accordance with the Pay Schedule and Job Classifications Plan and the City's adopted budget.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Portola does hereby adopt the Pay Schedules and Job Classifications Plan attached hereto.

PASSED, APPROVED AND ADOPTED this 14th day of January 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, Bill Powers

ATTEST:

Kristen Schiavone, Deputy City Clerk

I, Kristen Schiavone, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council of the City of Portola at a regular meeting thereof held on January 14th, 2026.

Kristen Schiavone, Deputy City Clerk

California Code of Regulations 570.5 - Publicly Available Pay Schedule

POSITION	HOURLY RATES							
	Step 1	Step 2	Step 3	Step 4	Step 5	L 1	L 2	L 3
City Manager (1)	74.99	0	0	0	0	78.74	82.68	86.81
Administrative Services Manager (1)	36.06	0	0	0	0	37.86	39.76	41.74
Public Works & Building Services Manager (1)	53.33	0	0	0	0	56.00	58.80	61.74
Public Engagement Officer Part-time	30.73	32.27	33.88	35.57	37.35	0.00	0.00	0.00
Water/Sewer Utility Technician (or Public Works Supervisor) (2)	32.51	34.14	35.84	37.63	39.52	41.49	43.57	45.74
Public Works Maintenance (1)	24.68	25.91	27.21	28.57	30.00	31.50	33.07	34.73
Accounting Technician (1)	30.06	31.56	33.14	34.80	36.54	38.37	40.28	42.30
Administrative Clerk (Not currently filled)	25.36	26.63	27.96	29.36	30.83	32.37	33.98	35.68
Office Clerk (1)	21.64	22.72	23.86	25.05	26.30	27.62	29.00	30.45

Management does not have steps

There are 5 Steps and are every two years

Longevity is 5% at 15, 20 and 25 years Full-time employees with continuous service measured from date of hire

Effective January 1, 2026 and Adopted by the City Council January 14, 2026