

## RESOLUTION NO. 2025-28

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING JOB DESCRIPTIONS FOR ASSISTANT CITY MANAGER AND UPDATING THE EXECUTIVE MANAGEMENT AND NON-REPRESENTED EMPLOYEES SALARY SCHEDULE

**WHEREAS**, the City Council most recently updated the Executive Management and Non-Represented Employees Salary Schedule on July 22, 2024 with the adoption of Resolution 2024-26, which added job descriptions for Executive Assistant, Senior Management Analyst, Human Resources Analyst, Administrative Analyst, and Administrative Services Director; and,

**WHEREAS**, the City now desires to approve the full time job description for Assistant City Manager; and,

**WHEREAS**, the City now desires to update the Executive Management and Non-Represented Employees Salary Schedule to include the Assistant City Manager position.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

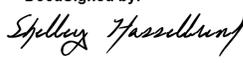
SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council approves the job descriptions for Assistant City Manager (Exhibit A) attached hereto.

SECTION 3. The City Council amends and restates the Executive Management and Non-Represented Employees Salary Schedule (Exhibit B) to include Assistant City Manager effective July 21, 2025 attached hereto.

SECTION 4. The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup>, day of August, 2025.

DocuSigned by:  
  
AF57F410E7A146B...  
Shelley Hasselbrink, Mayor

ATTEST:

Signed by:  
*Windmera Quintanar*  
54BCC26B4CA8409...  
Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Signed by:  
*Michael S. Daudt*  
350A1F4BDEFA45B...  
Michael S. Daudt, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 18<sup>th</sup> day of August, 2025, by the following vote, to wit:

AYES: COUNCILMEMBERS: Doby, Nefulda, Hasselbrink, Loe  
NOES: COUNCILMEMBERS: None  
ABSENT: COUNCILMEMBERS: Hibard  
ABSTAIN: COUNCILMEMBERS: None

Signed by:  
*Windmera Quintanar*  
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Windmera Quintanar, MMC, City Clerk

## CITY OF LOS ALAMITOS

### Job Description

#### **ASSISTANT CITY MANAGER**

**ESTABLISHED:** Resolution No. 2025-28 on August 18, 2025

#### **THE POSITION**

Under administrative and general policy direction, provides highly responsible and complex management assistance to the City Manager in coordinating and directing City-wide departmental activities and operations; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and Department Directors; provides leadership to all City departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; acts as City Manager in the City Manager's absence; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over professional, technical and clerical staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, policy development and administration, and enforcing all City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all City departments and agencies and managing and overseeing the complex and varied programs, projects, and activities of the assigned function. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within general policy guidelines.

#### **ESSENTIAL JOB FUNCTIONS**

##### **Examples of Typical Job Functions (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs, and projects.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Manager.
- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan for assigned staff; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Enforcing all City codes and regulations in collaboration with Department Directors.
- Implements directives and policies from the City Manager; provides guidance and direction to Department Directors to coordinate and direct programs and projects; meets with Department Directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Contributes to the overall quality of the City's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the development and administration of the City's budget and Capital Improvement Program; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Oversees and participates in the preparation and administration of the City Manager's Office budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.
- Oversees the City's Information Technology function and personnel.
- Assumes full management responsibility for economic development programs and activities, including real estate development.
- Represents the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations; may act as a City liaison with the media.
- Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city government operations and other types of public services as they relate to the areas of assignment.

- Represents the City on various intergovernmental committees, task forces, and commissions pertaining to city management and assigned program matters.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- May oversee other city units as directed by the City Manager.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Public agency contract administration and City-wide administrative practices related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.

- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Provide leadership and direction to all departments of the City.
- Prepare and administer large and complex budgets; allocate resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of supervisory, technical, and office support staff; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, finance, or a related field and six (6) years of Department Head or administrative experience in municipal administration and/or assigned program areas in a public agency. A Master's degree in public administration is preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**Supplemental Information**

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES**

**SALARY SCHEDULE**

Effective July 21, 2025

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
212	Administrative Analyst	C - E	HOURLY	42.09	44.20	46.41	48.73	51.16
			MONTHLY	7,295.87	7,660.66	8,043.69	8,445.88	8,868.17
			ANNUAL	87,550.42	91,927.94	96,524.34	101,350.55	106,418.08
213	Human Resources Analyst	C - E	HOURLY	44.31	46.52	48.85	51.29	53.86
			MONTHLY	7,679.86	8,063.85	8,467.05	8,890.40	9,334.92
			ANNUAL	92,158.34	96,766.25	101,604.56	106,684.79	112,019.03
220	Mangement Analyst	C - E	HOURLY	44.31	46.52	48.85	51.29	53.86
			MONTHLY	7,679.86	8,063.85	8,467.05	8,890.40	9,334.92
			ANNUAL	92,158.34	96,766.25	101,604.56	106,684.79	112,019.03
225	Senior Mangement Analyst	C - E	HOURLY	46.52	48.85	51.29	53.86	56.55
			MONTHLY	8,063.85	8,467.05	8,890.40	9,334.92	9,801.67
			ANNUAL	96,766.25	101,604.56	106,684.79	112,019.03	117,619.98
310	Benefits Coordinator/Executive Asst	C - E	HOURLY	37.42	39.29	41.26	43.32	45.49
			MONTHLY	6,486.33	6,810.65	7,151.18	7,508.74	7,884.17
			ANNUAL	77,835.96	81,727.76	85,814.15	90,104.86	94,610.10
315	Executive Assistant	A-E	HOURLY	32.11	33.71	35.40	37.17	39.02
			MONTHLY	5,564.88	5,843.13	6,135.28	6,442.05	6,764.15
			ANNUAL	66,778.61	70,117.54	73,623.42	77,304.59	81,169.82
324	Recreation Supervisor	C - E	HOURLY	41.57	43.65	45.83	48.12	50.53
			MONTHLY	7,205.15	7,565.41	7,943.68	8,340.86	8,757.90
			ANNUAL	86,461.78	90,784.87	95,324.11	100,090.32	105,094.83
328	Public Works Supervisor	C - E	HOURLY	41.57	43.65	45.83	48.12	50.53
			MONTHLY	7,205.15	7,565.41	7,943.68	8,340.86	8,757.90
			ANNUAL	86,461.78	90,784.87	95,324.11	100,090.32	105,094.83
951	Deputy City Clerk	C - E	HOURLY	41.57	43.65	45.83	48.12	50.53
			MONTHLY	7,205.15	7,565.41	7,943.68	8,340.86	8,757.90
			ANNUAL	86,461.78	90,784.87	95,324.11	100,090.32	105,094.83
330	Assistant to the City Manager	C - E	HOURLY	47.90	50.29	52.81	55.45	58.22
			MONTHLY	8,302.66	8,717.79	9,153.68	9,611.36	10,091.93
			ANNUAL	99,631.88	104,613.48	109,844.15	115,336.36	121,103.18
340	Finance Manager	MM - E	HOURLY	55.09	57.85	60.74	63.78	66.97
			MONTHLY	9,549.78	10,027.27	10,528.63	11,055.06	11,607.82
			ANNUAL	114,597.34	120,327.21	126,343.57	132,660.75	139,293.79
355	Recreation Manager	MM-E	HOURLY	55.09	57.85	60.74	63.78	66.97
			MONTHLY	9,549.78	10,027.27	10,528.63	11,055.06	11,607.82
			ANNUAL	114,597.34	120,327.21	126,343.57	132,660.75	139,293.79
362	Administrative Services Manager	A - E	HOURLY	55.09	57.85	60.74	63.78	66.97
			MONTHLY	9,549.78	10,027.27	10,528.63	11,055.06	11,607.82
			ANNUAL	114,597.34	120,327.21	126,343.57	132,660.75	139,293.79
365	Development Services Manager	MM - E	HOURLY	55.09	57.85	60.74	63.78	66.97
			MONTHLY	9,549.78	10,027.27	10,528.63	11,055.06	11,607.82
			ANNUAL	114,597.34	120,327.21	126,343.57	132,660.75	139,293.79
370	City Clerk	A - E	HOURLY	49.01	51.46	54.04	56.74	59.57
			MONTHLY	8,495.47	8,920.25	9,366.26	9,834.57	10,326.30
			ANNUAL	101,945.68	107,042.96	112,395.11	118,014.86	123,915.61
373	City Clerk/ Director of Communication	A - E	HOURLY	51.47	54.04	56.75	59.58	62.56
			MONTHLY	8,921.60	9,367.68	9,836.06	10,327.86	10,844.26
			ANNUAL	107,059.16	112,412.11	118,032.72	123,934.36	130,131.07

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
Effective July 21, 2025**

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
380	Support Services Manager	MM - E	HOURLY	58.26	61.17	64.23	67.44	70.81
			MONTHLY	10,097.77	10,602.66	11,132.80	11,689.44	12,273.91
			ANNUAL	121,173.29	127,231.95	133,593.55	140,273.23	147,286.89
405	Finance Director	A - E	HOURLY	71.98	75.77	79.75	83.95	88.37
			MONTHLY	12,476.17	13,132.81	13,824.01	14,551.59	15,317.47
			ANNUAL	149,714.07	157,593.76	165,888.16	174,619.12	183,809.60
390	Police Captain	MM - E	HOURLY	72.07	75.86	79.85	84.06	88.48
			MONTHLY	12,491.70	13,149.16	13,841.22	14,569.71	15,336.53
			ANNUAL	149,900.43	157,789.92	166,094.66	174,836.48	184,038.40
400	Administrative Services Director	A - E	HOURLY	66.97	70.32	73.83	77.53	81.40
			MONTHLY	11,608.13	12,188.54	12,797.97	13,437.87	14,109.76
			ANNUAL	139,297.60	146,262.48	153,575.60	161,254.38	169,317.10
410	Development Services Director	A - E	HOURLY	79.37	83.54	87.94	92.57	97.44
			MONTHLY	13,756.68	14,480.72	15,242.86	16,045.12	16,889.60
			ANNUAL	165,080.22	173,768.65	182,914.37	192,541.44	202,675.20
430	Recreation & Community Svcs Director	A - E	HOURLY	75.59	79.57	83.76	88.17	92.81
			MONTHLY	13,103.02	13,792.65	14,518.58	15,282.71	16,087.07
			ANNUAL	157,236.20	165,511.79	174,222.93	183,392.56	193,044.80
440	Police Chief	A - E	HOURLY	87.94	92.57	97.44	102.57	107.97
			MONTHLY	15,243.32	16,045.60	16,890.11	17,779.06	18,714.80
			ANNUAL	182,919.86	192,547.22	202,681.28	213,348.72	224,577.60
450	Assistant City Manager/Development Services Director	A - E	HOURLY	97.44	102.32	107.43	112.80	118.44
			MONTHLY	16,889.60	17,735.47	18,621.20	19,552.26	20,529.60
			ANNUAL	202,675.20	212,825.60	223,454.40	234,627.12	246,355.20
500	City Manager	A - E	City Manager salary is set by contract with the City Council.					

**Employment Category**

A = At Will  
C = Confidential  
MM = Mid-management

**Fair Labor Standards Act Classification**

E = Exempt from overtime

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
EFFECTIVE JULY 1, 2026**

3.0% Increase

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
212	Administrative Analyst	C - E	HOURLY	43.35	45.52	47.80	50.19	52.70
			MONTHLY	7,514.74	7,890.48	8,285.01	8,699.26	9,134.22
			ANNUAL	90,176.93	94,685.78	99,420.07	104,391.07	109,610.62
213	Human Resources Analyst	C - E	HOURLY	45.64	47.92	50.31	52.83	55.47
			MONTHLY	7,910.26	8,305.77	8,721.06	9,157.11	9,614.97
			ANNUAL	94,923.09	99,669.24	104,652.70	109,885.34	115,379.60
220	Mangement Analyst	C - E	HOURLY	45.64	47.92	50.31	52.83	55.47
			MONTHLY	7,910.26	8,305.77	8,721.06	9,157.11	9,614.97
			ANNUAL	94,923.09	99,669.24	104,652.70	109,885.34	115,379.60
225	Senior Mangement Analyst	C - E	HOURLY	47.92	50.31	52.83	55.47	58.24
			MONTHLY	8,305.77	8,721.06	9,157.11	9,614.97	10,095.72
			ANNUAL	99,669.24	104,652.70	109,885.34	115,379.60	121,148.58
310	Benefits Coordinator/Executive Asst	C - E	HOURLY	38.54	40.47	42.49	44.62	46.85
			MONTHLY	6,680.92	7,014.97	7,365.71	7,734.00	8,120.70
			ANNUAL	80,171.04	84,179.59	88,388.57	92,808.00	97,448.40
315	Executive Assistant	A-E	HOURLY	33.07	34.72	36.46	38.28	40.19
			MONTHLY	5,731.83	6,018.42	6,319.34	6,635.31	6,967.08
			ANNUAL	68,781.97	72,221.06	75,832.12	79,623.72	83,604.91
324	Recreation Supervisor	C - E	HOURLY	42.82	44.96	47.20	49.56	52.04
			MONTHLY	7,421.30	7,792.37	8,181.99	8,591.09	9,020.64
			ANNUAL	89,055.63	93,508.41	98,183.84	103,093.03	108,247.68
328	Public Works Supervisor	C - E	HOURLY	42.82	44.96	47.20	49.56	52.04
			MONTHLY	7,421.30	7,792.37	8,181.99	8,591.09	9,020.64
			ANNUAL	89,055.63	93,508.41	98,183.84	103,093.03	108,247.68
951	Deputy City Clerk	C - E	HOURLY	42.82	44.96	47.20	49.56	52.04
			MONTHLY	7,421.30	7,792.37	8,181.99	8,591.09	9,020.64
			ANNUAL	89,055.63	93,508.41	98,183.84	103,093.03	108,247.68
330	Assistant to the City Manager	C - E	HOURLY	49.34	51.80	54.39	57.11	59.97
			MONTHLY	8,551.74	8,979.32	9,428.29	9,899.70	10,394.69
			ANNUAL	102,620.84	107,751.88	113,139.48	118,796.45	124,736.27
340	Finance Manager	MM - E	HOURLY	56.75	59.59	62.56	65.69	68.98
			MONTHLY	9,836.27	10,328.09	10,844.49	11,386.71	11,956.05
			ANNUAL	118,035.26	123,937.03	130,133.88	136,640.57	143,472.60
355	Recreation Manager	MM-E	HOURLY	56.75	59.59	62.56	65.69	68.98
			MONTHLY	9,836.27	10,328.09	10,844.49	11,386.71	11,956.05
			ANNUAL	118,035.26	123,937.03	130,133.88	136,640.57	143,472.60
362	Administrative Services Manager	A - E	HOURLY	56.75	59.59	62.56	65.69	68.98
			MONTHLY	9,836.27	10,328.09	10,844.49	11,386.71	11,956.05
			ANNUAL	118,035.26	123,937.03	130,133.88	136,640.57	143,472.60
365	Development Services Manager	MM - E	HOURLY	56.75	59.59	62.56	65.69	68.98
			MONTHLY	9,836.27	10,328.09	10,844.49	11,386.71	11,956.05
			ANNUAL	118,035.26	123,937.03	130,133.88	136,640.57	143,472.60
370	City Clerk	A - E	HOURLY	50.48	53.01	55.66	58.44	61.36
			MONTHLY	8,750.34	9,187.85	9,647.25	10,129.61	10,636.09
			ANNUAL	105,004.05	110,254.25	115,766.96	121,555.31	127,633.07
373	City Clerk/ Director of Communication	A - E	HOURLY	53.01	55.67	58.45	61.37	64.44
			MONTHLY	9,189.24	9,648.71	10,131.14	10,637.70	11,169.58
			ANNUAL	110,270.93	115,784.48	121,573.70	127,652.39	134,035.01

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
EFFECTIVE JULY 1, 2026**

3.0% Increase

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
380	Support Services Manager	MM - E	HOURLY	60.00	63.00	66.15	69.46	72.94
			MONTHLY	10,400.71	10,920.74	11,466.78	12,040.12	12,642.12
			ANNUAL	124,808.49	131,048.91	137,601.36	144,481.42	151,705.49
405	Finance Director	A - E	HOURLY	74.14	78.04	82.15	86.47	91.02
			MONTHLY	12,850.30	13,526.63	14,238.56	14,987.96	15,776.80
			ANNUAL	154,203.63	162,319.61	170,862.74	179,855.52	189,321.60
390	Police Captain	MM - E	HOURLY	74.23	78.14	82.25	86.58	91.14
			MONTHLY	12,867.24	13,544.47	14,257.33	15,007.72	15,797.60
			ANNUAL	154,406.93	162,533.61	171,088.01	180,092.64	189,571.20
400	Administrative Services Director	A - E	HOURLY	68.98	72.43	76.05	79.85	83.84
			MONTHLY	11,956.38	12,554.20	13,181.91	13,841.00	14,533.05
			ANNUAL	143,476.53	150,650.35	158,182.87	166,092.02	174,396.62
410	Development Services Director	A - E	HOURLY	81.74	86.05	90.57	95.34	100.36
			MONTHLY	14,168.93	14,914.67	15,699.65	16,525.95	17,395.73
			ANNUAL	170,027.20	178,976.00	188,395.79	198,311.36	208,748.80
430	Recreation & Community Svcs Director	A - E	HOURLY	77.86	81.96	86.27	90.81	95.59
			MONTHLY	13,495.50	14,205.79	14,953.46	15,740.49	16,568.93
			ANNUAL	161,946.00	170,469.47	179,441.55	188,885.84	198,827.20
440	Police Chief	A - E	HOURLY	90.58	95.35	100.37	105.65	111.21
			MONTHLY	15,700.75	16,527.10	17,396.95	18,312.58	19,276.40
			ANNUAL	188,408.98	198,325.24	208,763.41	219,750.96	231,316.80
450	Assistant City Manager/Development Services Director	A - E	HOURLY	100.36	105.38	110.65	116.18	121.99
			MONTHLY	17,396.29	18,266.10	19,179.41	20,138.38	21,145.30
			ANNUAL	208,755.46	219,193.23	230,152.89	241,660.53	253,743.56
500	City Manager	A - E	City Manager salary is set by contract with the City Council.					

**Employment Category**

A = At Will  
C = Confidential  
MM = Mid-management

**Fair Labor Standards Act Classification**

E = Exempt from overtime

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
EFFECTIVE JULY 1, 2027**

4.0% Increase

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
212	Administrative Analyst	C - E	HOURLY	45.09	47.34	49.71	52.20	54.81
			MONTHLY	7,815.33	8,206.10	8,616.41	9,047.23	9,499.59
			ANNUAL	93,784.01	98,473.21	103,396.87	108,566.71	113,995.05
213	Human Resources Analyst	C - E	HOURLY	47.46	49.83	52.33	54.94	57.69
			MONTHLY	8,226.67	8,638.00	9,069.90	9,523.40	9,999.57
			ANNUAL	98,720.01	103,656.01	108,838.81	114,280.75	119,994.79
220	Mangement Analyst	C - E	HOURLY	47.46	49.83	52.33	54.94	57.69
			MONTHLY	8,226.67	8,638.00	9,069.90	9,523.40	9,999.57
			ANNUAL	98,720.01	103,656.01	108,838.81	114,280.75	119,994.79
225	Senior Mangement Analyst	C - E	HOURLY	49.83	52.33	54.94	57.69	60.57
			MONTHLY	8,638.00	9,069.90	9,523.40	9,999.57	10,499.54
			ANNUAL	103,656.01	108,838.81	114,280.75	119,994.79	125,994.53
310	Benefits Coordinator/Executive Asst	C - E	HOURLY	40.09	42.09	44.19	46.40	48.72
			MONTHLY	6,948.16	7,295.56	7,660.34	8,043.36	8,445.53
			ANNUAL	83,377.88	87,546.78	91,924.12	96,520.32	101,346.34
315	Executive Assistant	A-E	HOURLY	34.39	36.11	37.92	39.81	41.80
			MONTHLY	5,961.10	6,259.16	6,572.12	6,900.72	7,245.76
			ANNUAL	71,533.24	75,109.91	78,865.40	82,808.67	86,949.11
324	Recreation Supervisor	C - E	HOURLY	44.53	46.75	49.09	51.55	54.12
			MONTHLY	9,261.86	9,724.75	10,211.19	10,721.67	11,257.59
			ANNUAL	92,617.86	97,248.75	102,111.19	107,216.75	112,577.59
328	Public Works Supervisor	C - E	HOURLY	44.53	46.75	49.09	51.55	54.12
			MONTHLY	9,261.86	9,724.75	10,211.19	10,721.67	11,257.59
			ANNUAL	92,617.86	97,248.75	102,111.19	107,216.75	112,577.59
951	Deputy City Clerk	C - E	HOURLY	44.53	46.75	49.09	51.55	54.12
			MONTHLY	9,261.86	9,724.75	10,211.19	10,721.67	11,257.59
			ANNUAL	92,617.86	97,248.75	102,111.19	107,216.75	112,577.59
330	Assistant to the City Manager	C - E	HOURLY	51.31	53.88	56.57	59.40	62.37
			MONTHLY	8,893.81	9,338.50	9,805.42	10,295.69	10,810.48
			ANNUAL	106,725.67	112,061.96	117,665.06	123,548.31	129,725.72
340	Finance Manager	MM - E	HOURLY	59.02	61.97	65.07	68.32	71.74
			MONTHLY	10,229.72	10,741.21	11,278.27	11,842.18	12,434.29
			ANNUAL	122,756.67	128,894.51	135,339.23	142,106.19	149,211.50
355	Recreation Manager	MM-E	HOURLY	59.02	61.97	65.07	68.32	71.74
			MONTHLY	10,229.72	10,741.21	11,278.27	11,842.18	12,434.29
			ANNUAL	122,756.67	128,894.51	135,339.23	142,106.19	149,211.50
362	Administrative Services Manager	A - E	HOURLY	59.02	61.97	65.07	68.32	71.74
			MONTHLY	10,229.72	10,741.21	11,278.27	11,842.18	12,434.29
			ANNUAL	122,756.67	128,894.51	135,339.23	142,106.19	149,211.50
365	Development Services Manager	MM - E	HOURLY	59.02	61.97	65.07	68.32	71.74
			MONTHLY	10,229.72	10,741.21	11,278.27	11,842.18	12,434.29
			ANNUAL	122,756.67	128,894.51	135,339.23	142,106.19	149,211.50
370	City Clerk	A - E	HOURLY	52.50	55.13	57.88	60.78	63.82
			MONTHLY	9,100.35	9,555.37	10,033.14	10,534.79	11,061.53
			ANNUAL	109,204.21	114,664.42	120,397.64	126,417.52	132,738.40
373	City Clerk/ Director of Communication	A - E	HOURLY	55.14	57.89	60.79	63.83	67.02
			MONTHLY	9,556.81	10,034.65	10,536.39	11,063.21	11,616.37
			ANNUAL	114,681.77	120,415.86	126,436.65	132,758.48	139,396.41

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT & NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
EFFECTIVE JULY 1, 2027**

4.0% Increase

CODE	CLASSIFICATION TITLE	CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
380	Support Services Manager	MM - E	HOURLY	62.40	65.52	68.80	72.24	75.85
			MONTHLY	10,816.74	11,357.57	11,925.45	12,521.72	13,147.81
			ANNUAL	129,800.83	136,290.87	143,105.41	150,260.68	157,773.71
405	Finance Director	A - E	HOURLY	77.10	81.16	85.43	89.93	94.66
			MONTHLY	13,364.20	14,067.58	14,807.98	15,587.35	16,407.73
			ANNUAL	160,370.42	168,810.96	177,695.75	187,048.16	196,892.80
390	Police Captain	MM - E	HOURLY	77.20	81.27	85.54	90.05	94.79
			MONTHLY	13,381.93	14,086.25	14,827.63	15,608.03	16,429.50
			ANNUAL	160,583.20	169,034.95	177,931.53	187,296.35	197,154.05
400	Administrative Services Director	A - E	HOURLY	71.74	75.33	79.09	83.05	87.20
			MONTHLY	12,434.63	13,056.36	13,709.18	14,394.64	15,114.37
			ANNUAL	149,215.59	156,676.37	164,510.19	172,735.70	181,372.48
410	Development Services Director	A - E	HOURLY	85.02	89.49	94.20	99.16	104.38
			MONTHLY	14,736.48	15,512.09	16,328.51	17,187.91	18,092.53
			ANNUAL	176,837.78	186,145.03	195,942.14	206,254.88	217,110.40
430	Recreation & Community Svcs Director	A - E	HOURLY	80.97	85.23	89.72	94.44	99.41
			MONTHLY	14,034.81	14,773.49	15,551.04	16,369.51	17,231.07
			ANNUAL	168,417.74	177,281.83	186,612.45	196,434.16	206,772.80
440	Police Chief	A - E	HOURLY	94.20	99.16	104.37	109.87	115.65
			MONTHLY	16,327.59	17,186.94	18,091.52	19,043.70	20,046.00
			ANNUAL	195,931.11	206,243.27	217,098.18	228,524.40	240,552.00
450	Assistant City Manager/Development Services Director	A - E	HOURLY	104.38	109.60	115.08	120.83	126.87
			MONTHLY	18,092.14	18,996.75	19,946.58	20,943.91	21,991.11
			ANNUAL	217,105.67	227,960.96	239,359.01	251,326.96	263,893.30
500	City Manager	A - E	City Manager salary is set by contract with the City Council.					

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E = Exempt from overtime