ARTICLE II: PAY RANGES

Section 1. Classifications

Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as full-time positions. The following chart represents the class allocation codes for all full-time positions subject to this Ordinance:

EEO	CLASS CODE ORG	GRP	CLASS TITLE	DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
6	6	nn	Receptionist/Mail Coordinator	Pub Svs	N	1	0		Dep Dir P Svc	24
6	6	nn	Secretary	Various	N	1	1		Various	25
6	6	nn	Staff Assistant	Police	N	1	1		Pol. Lieut.	25
6	6	nn	Procurement Coordinator	Police	N	1	2	D	Pol. Lieut.	28
6	6	nn	Accounting Technician	Finance	N	1	2		Dep Fin Dir	28
6	6	nn	Administrative Assistant	Various	N	1	3		Various	28
6	6	nn	Deputy Clerk of Council	Clk/Coun	N	1	3	C	Clk Council	28
3	6	nn	Desktop Support Specialist	IT	N	1	1	D	Dir Tech	28
3	6	nn	Records Administrator	Clk/Coun	N	1	1		Clk Council	28
6	6	nn	Police Coordinator	Police	N	1	1		Office Manager	28
3	6	nn	Prevailing Wage Coordinator	Engr	N	1	1	DC	City Eng	29
4	6	nn	Crime Analyst	Police	N	2	2		Pol. Lieut.	30
3	6	ne	Engineering Program Administrator	Engr	E	1	2		City Eng	31
5	6	ne	Finance Coordinator	Finance	N	3	1		Dep Fin Dir	31
5	6	nn	Payroll Coordinator	Finance	N	1	3		Dep Fin Dir	31
6	5	nn	Senior Deputy Clerk of Council	Clk/Coun	N	1	4	C	Clk Council	32
3	**5**	**nn**	**GIS Technician**	**IT**	**N**	**3**	**2**	**D**	**Dir Tech**	**32**
3	6	nn	Systems Administrator	IT	N	1	1	D	Dir Tech	33
2	4	ne	Office Manager	Police	E	1	4	L	Dir Pub Saf	34
2	6	ne	Human Resources Coordinator	HR	E	2	4	L	Dir Hum Res	35
2	6	ne	Project Administrator	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
2	6	ne	Water Resources Engineer	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
3	4	ne	GIS Administrator	IT	E	3	4	D	Dir Tech	36
3	6	nn	Network Administrator	IT	E	1	4	D	Dir Tech	37
2	4	ne	Public Information Manager	Mayor	E	3	6	D	Asst City Admin	37
2	3	ne	Economic Development Manager	Develop	E	4	3		Dep Dir P&D	37
2	3	ne	Community Development Manager	Develop	E	4	3	C	Dep Dir P&D	38
2	3	ne	Chief Building Official	Develop	E	3	5	DC	Dep Dir Develop	38
2	2	ne	Assistant City Engineer	Engr	E	3	3	DL	City Eng	38
2	3	ne	Tax Administrator	Finance	E	3	2		Dir Fin Svc	38
1	1	ne	Clerk of Court	Courts	E	2	4	L	Asst City Admin	38
2	2	Ne	Assistant City Administrator	Mayor	E	3	4		Mayor	39
2	2	ne	Dep Dir of Planning & Dvmt	Develop	E	4	3		Dir Plan Dev	39
2	2	ne	Deputy Director of Parks and Rec.	P&R	E	3	4	DL	Dir P&R	39
2	2	ne	Deputy Director of Finance	Finance	E	3	3	C	Dir Fin Svc	39
2	2	ne	Deputy Director of Public Services	Pub Svs	E	2	4		Dir Pub Svc	39
2	2	ne	Senior Manager of Technology	IT	E	1	3		Assistant City Administrator	39
1	1	tm	Clerk of Council	Clk/Coun	E	2	7	C	Council Pres	39
1	1	tm	Emergency Management Director	Mayor	E	3	4		Mayor	39
1	1	tm	City Engineer	Engr	E	3	5	L	Mayor	40
1	1	tm	Director of Human Resources	HR	E	3	5	D	Mayor	40
1	1	tm	Director of Technology	IT	E	1	5		Mayor	40
1	1	tm	Director of Parks and Recreation	P&R	E	3	5	D	Mayor	41
1	1	tm	Director of Planning & Development	Develop	E	4	7		Mayor	41
1	1	tm	Director of Finance	Finance	E	3	5	C	Mayor	42
1	1	tm	Director of Public Safety	Police	E	3	5		Mayor	42
1	1	tm	Director of Public Services	Pub Svs	E	3	5	D	Mayor	42

ORD-0028-2012 (amends ORD-0017-2012), 3/5/2012

EXHIBIT A

EEO Codes

1 = Officials and Administrators

2 = Professionals

3 = Technicians

4 = Protective Service Workers

5 = Paraprofessionals

6 = Administrative Support

7 = Skilled Craft Workers

8 = Service-Maintenance

Licenses Codes

D = Drivers License or CDL required

L = Licenses required

C = Certifications required

FLSA Codes

N = Non-exempt (e.g., is covered)

E = Exempt from FLSA

Education Codes

1 = High School

2 = Associates Degree or advanced training

3 = Bachelor Degree

4 = Masters or JD Degree

5 = Ph.D. or beyond

Org Codes

1 = Department Head

2 = Assistant Department Head

3 = Manager Level

4 = Supervisor Level

5 = Lead Worker

6 = Line Worker

Group (GRP) Codes

ce = Classified Supervisors, Exempt

nn = Non-represented Non-exempt

ne = Non-represented Exempt

tm = Top Managers

Section 2: Pay Ranges

The following chart represents the salary range corresponding to the above class allocation code for each position effective January 1, 2012:

Open Range Plan—2012 Implementation				
Grade	**90%**	**95%**	**MKT/MIDPT**	**125%**	**Range Width**
20	$24,520	$25,882	$27,245	$34,056	39%
21	$25,542	$26,961	$28,380	$35,474	39%
22	$26,607	$28,085	$29,563	$36,954	39%
23	$27,715	$29,254	$30,794	$38,492	39%
24	$28,870	$30,473	$32,077	$40,097	39%
25	$30,600	$32,300	$34,000	$42,500	39%
26	$32,437	$34,239	$36,041	$45,051	39%
27	$34,383	$36,294	$38,204	$47,755	39%
28	$37,227	$39,296	$41,364	$51,705	39%
29	$38,715	$40,866	$43,017	$53,771	39%
30	$40,263	$42,500	$44,737	$55,921	39%
31	$41,874	$44,201	$46,527	$58,159	39%
32	$43,549	$45,968	$48,387	$60,484	39%
33	$45,076	$47,581	$50,085	$62,606	39%
34	$50,648	$53,461	$56,275	$70,344	39%
35	$52,167	$55,065	$57,963	$72,454	39%
36	$53,180	$56,135	$59,089	$73,861	39%
37	$57,486	$60,680	$63,873	$79,842	39%
38	$60,778	$64,154	$67,531	$84,414	39%
39	$68,881	$72,707	$76,534	$95,668	39%
40	$73,946	$78,054	$82,162	$102,703	39%
41	$81,036	$85,539	$90,041	$112,551	39%
42	$84,076	$88,747	$93,418	$116,772	39%
43	$86,862	$91,687	$96,513	$120,641	39%

The following chart represents the salary for 2012 for each position:

Exempt Positions	Grade	Pay-2012
Engineering Program Administrator	31	$ 47,923
Office Manager	34	$57,963
Human Resources Coordinator	35	$59,702
GIS Administrator	36	vacant
Project Administrator	36	$60,862
Water Resources Engineer	36	$72,368
Public Information Manager	37	$65,789
Network Administrator	37	65,789
Economic Development Manager	37	$63,234
Community Development Manager	38	Vacant
Clerk of Court	38	$66,855
Chief Building Official	38	$70,746
Assistant City Engineer	38	Vacant
Tax Administrator	38	Vacant
Assistant City Administrator	39	$78,830
Dep. Dir. Parks & Recreation	39	$79,801
Dep. Dir. of Planning & Development	39	$76,534
Clerk of Council/Council Services Director	39	$86,712
Deputy Director/Finance	39	$74,237*
Dep. Dir. Public Service	39	$76,534
Senior Manager of Technology	39	Vacant
Director/Emergency Comm.		Vacant
City Engineer	40	$101,553
Director of Human Resources	40	$82,162
Director of Technology	40	vacant
Director of Parks & Rec.	41	$ 97,379
Director of Planning & Development	41	$90,040
Director/Finance	42	$93,418
Director of Public Service	42	$ 96,221

Non-Exempt Positions	Grade	Pay-2011
Clerk/Development/Reception		Vacant
Receptionist/Mail Coordinator	24	Vacant
Secy. Human Resources	25	$16.84/hr.
Secy. Public Service	25	$16.84/hr.
Secy. Development	25	$16.84/hr.
Staff Assistant/Police	25	Vacant
Procurement Coordinator	28	$19.49/hr
Accounting Technician	28	$23.25/hr.
Administrative Assistant/Development	28	$20.49/hr.
Administrative Assistant/Parks & Rec.	28	$20.58/hr.
Administrative Assistant/Public Safety	28	$20.49/hr.
Adm. Asst. Public Service	28	$19.89/hr
Adm. Asst. Mayor's Office	28	$19.29/hr
Dep. Clerk of Council	28	vacant
Desktop Support Specialist	28	Vacant
Records Administrator	28	$20.49/hr.
Police Coordinator	28	Vacant
Prevailing Wage Coordinator	29	Vacant
Crime Analyst	30	$22.80/hr.
Finance Coordinator	31	$23.95/hr.
Payroll Coordinator	31	$23.04/hr.
Senior Dep.Clk. of Council	32	$24.76/hr.
GIS Technician	**32**	**Vacant**
Systems Administrator	33	$24.80/hr.

* Until end of probationary period or until anniversary date (explained in Section 4).

Section 3. Positions Held Concurrently

That where one employee continuously occupies two or more positions concurrently, the market rate of the highest salary grade provided for one of the positions occupied shall be the appropriate rate of pay for the affected employee. Should this market rate be lower, the employee will continue at their current rate of pay.

Section 4. Pay Adjustments

The new pay schedule for 2012 results in a pay adjustment as described below:

a. All Wage Schedules/Ranges will be adjusted in the Open Range Plan for 2012 by 0% to reflect the local market.

b. Any employee who is not at or above their market rate as of 1/1/2012, and who is not within their probationary period, will be adjusted per the Salary Policy[1]. In addition to the anniversary date adjustments they receive during the year, the employee will receive the applicable market increase upon passage of the ordinance.

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[1] An employee hired at the 90th percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 93% at their one year anniversary date, 95% at their two year anniversary date, 97% at their three year anniversary date, 99% at their four year anniversary date, and 100% (midpoint/market) at their five year anniversary date upon satisfactory performance each year documented by their Department Head.