



MEDFORD
OREGON

**EXECUTIVE & NON-REPRESENTED
EMPLOYEES**

Compensation & Benefit Guidebook

Effective July 1, 2021 through June 30, 2023

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COVERED EMPLOYEES

Description

Full-time, executive and regular employees exempt from representation or not represented by a labor organization and subject to the authority of the City Manager are covered by this guidebook.

Executive Employees

Building Safety Director
City Attorney
Deputy City Manager-Development Services
Deputy City Manager-Chief Financial Officer
Executive Director-MURA
Fire Chief
Human Resources Director
Innovation & Technology Director
Parks, Recreation and Facilities Management Director
Planning Director
Police Chief
Public Works Director

Supervisory Employees

Accounting Supervisor	Parks Customer Service Supervisor	Transportation Manager
Assistant Building Safety Director	Parks Maintenance Superintendent	Utilities Engineer
Asst. Parks & Recreation Director	Payroll Manager	WRD Construction Manager
Assistant Planning Director	Police Lieutenant	WRD Manager
Asst. Technology Services Director	Police Records Manager	WRD Supervisor
Associate Traffic Engineer	Police Records Supervisor	
Billing Services Supervisor	Police Sergeant	
Chief Administrative Officer	Principal Planner	
City Surveyor	Property Control Supervisor	
Controller	Public Works Admin. Supervisor	
Custodian Supervisor	Public Works Business Manager	

Deputy City Attorney	Public Works Operations Manager	
Deputy City Engineer	Public Works Supervisor	
Deputy Fire Chief	Recreation Superintendent	
Deputy Police Chief	Recreation Supervisor	
Deputy Public Works Director	Senior Inspector	
Design & Construction Manager	Senior Planner	
Development Services Manager	Senior Systems Administrator	
Emergency Mgt. Coordinator	Service Desk Supervisor	
Facilities Mgt. Superintendent	Senior Human Resources Analyst	
Facilities Management Supervisor	Support Services Manager	
High Tech Crimes Task Force Manager	Systems Administrator	
Municipal Court Clerk	Systems Analyst	
Office Administrator		

Confidential–Professional Employees

Accountant	Executive Support Specialist	Police Cultural Outreach Coordinator
Administrative Analyst	GIS Manager	Purchasing Agent
Administrative Assistant	Health & Safety Manager	Risk Manager
Assistant to the City Attorney	Human Resources Analyst	Senior Accountant
Assistant to the City Manager	Human Resources Specialist	Senior Assistant City Attorney
Assistant to the Traffic Engineer	IT Support Technician	Senior Purchasing Agent
City Recorder	Junior Systems Administrator	Systems Analyst
Code Enforcement Program Manager	Junior Systems Analyst	
Communications & Marketing Manager	Legal Secretary	
Deputy City Recorder	Network/PC Specialist	
Fleet Services Coordinator	Payroll Coordinator	
Executive Assistant	Payroll Manager	

HOURS OF WORK

Executive employees receive a set salary based on working an average of 40 hours per week. The presumption is that salaried employees, due to their complex nature of work, will usually exceed 40 hours a week but may also have occasion when they will not meet 40 hours.

Non-Represented Employees are expected to work or be on approved leave of absence from work for a combined total of no less than 2,080 hours per year, the schedule of which will be assigned by the City Manager or his/her designee. Unless otherwise approved by the City Manager, the hours of work for a workday will be from 8:00 a.m. until 5:00 p.m.

It is understood the average work week must be 40 hours, with a significant majority of the time worked being done during the Monday through Friday period from 8:00 a.m. to 5:00 p.m., except as otherwise approved by the City Manager. The City Manager or his designee has the option to require set schedules and approval of all leaves of absence.

PAID COMPENSATION

Salary

The salary schedule for employees covered in this guidebook is included at the end of this document. The salary ranges in each schedule have been increased as follows:

Non-Represented positions: **2.0 % effective July 1, 2021**

Police Sergeants and Police Lieutenants **3.0% July 1, 2021**

Executive & Non-Represented positions: **2.0 % effective July 1, 2022**

Police Sergeants and Police Lieutenants **3.0% July 1, 2022**

Schedule Movement

Movement through the salary steps and retention of an achieved pay step is subject to work performance evaluation made by the City Manager or his/her designee in the chain of command supervising the employee.

PAY DIFFERENTIALS:

Executive Employees

All approved incentives and pay differentials are incorporated into each executive employee's salary range.

Police

College Incentive Pay: Employees in the positions of Deputy Police Chief, Police Lieutenant, Police Sergeant, Police Records Manager, Property Control Supervisor and Police Records Supervisor shall be eligible for educational incentive pay for college credit which is acceptable to the Oregon System of Higher Education as credit toward a bachelor's degree:

College credits towards a bachelor's degree –

1% for each 18 quarter hours of college credits with Grade C or better up to 162 credit hours – 9% of base pay

Bachelor's degree – 1% of base pay

Other

Position Title	Qualifications	Maximum Pay Incentive
<ul style="list-style-type: none"> • Deputy Public Works Director • Design & Construction Manager • Transportation Manager • Utilities Engineer • WRD Construction Manager 	Oregon Registered Professional Engineer	5%
<ul style="list-style-type: none"> • City Recorder • Deputy City Recorder 	Master Municipal Clerk – International Institute of Municipal Clerks	5%
<ul style="list-style-type: none"> • City Surveyor 	Oregon Registered Land Surveyor	5%
<ul style="list-style-type: none"> • Development Services Manager 	Oregon Registered Professional Engineer or Oregon Registered Land Surveyor	5%
<ul style="list-style-type: none"> • Executive Assistant • Exec. Support Specialist • Legal Secretary • Assistant to the City Attorney 	IAAP Certified Administrative Professional	5%

<ul style="list-style-type: none"> • Accountant • Accounting Supervisor • Assistant Finance Director 	Oregon recognition as a Certified Public Accountant or Master's Degree in Accounting or Public Finance	5%
<ul style="list-style-type: none"> • Deputy Fire Chief 	Bachelor's Degree in Engineering or Bachelor's Degree in Fire Science	5%
	Associate Degree in Fire Science, plus FEMA Executive Fire Officer or	2.5% 5%
	DPSST Fire Service Administrative Certificate/DPSST Fire Officer IV	5%
<ul style="list-style-type: none"> • Senior Human Resources Analyst 	Master's Degree in Public Administration with emphasis in personnel management	5%
<ul style="list-style-type: none"> • Asst. Parks and Recreation Director 	Master's Degree in Parks and Recreation	5%
	Professional Grounds Manager through Professional Grounds Management Society	2.5%
<ul style="list-style-type: none"> • Principal Planner 	American Institute for Certified Planners Certificate or Master's Degree in Planning, Geography or Ecology	5%
<ul style="list-style-type: none"> • Assistant to the Traffic Engineer • City Engineer • City Surveyor • Deputy Public Works Director • Transportation Manager • WRD Manager • WRD Construction Manager • Design & Construction Manager • Administrative Engineer • Utilities Engineer 	Master's Degree in Civil, Wastewater, Sanitary or Traffic Engineering	5%
<ul style="list-style-type: none"> • Public Works Business Manager 	Master's Degree in Business Administration	5%

<ul style="list-style-type: none"> • Public Works Admin Supervisor • Public Works Supervisor • WRD Supervisor • Support Services Manager 	Operator Grade IV Oregon State Certificate or Certified Equipment Manager Certification from Association of Equipment Management Professionals or Bachelor's Degree in appropriate field	5%
<p style="color: #0070C0; margin: 0;">In addition to the foregoing specified qualifications by position title for pay differential as identified above, the City Manager may grant, at their option, a 5% pay differential to those not otherwise qualified for or receiving a differential if they have a Master's Degree in Public Administration. The granting of this pay differential, or its continuance, is at the sole discretion of the City Manager without right of appeal by a covered employee and will be subject to the City Manager's evaluation that this added education truly has value to the City and productive merit in producing a job well done.</p>		

Maximum Pay Differential/Incentives

The maximum incentive paid shall not exceed 10%. Any change in educational or certification pay shall be effective on the first day of the payroll period following the employee's notification to the City that such certifications have been received or educational units completed. Copies of transcripts or certification/recertification shall be provided to the Human Resources Department to justify incentive pay.

Acting in Capacity Assignment Compensation

The City Manager may approve a temporary pay differential of up to 10% in cases in which an employee takes a significant portion of duties and responsibilities of a position in a higher salary grade.

However, if an employee terminates employment while in an acting in capacity assignment, any final monetary compensation paid for unused accrued vacation, holiday, or sick leave shall be at the current base rate, less any differential, of the employee's immediately preceding regular classification assignment.

Overtime

In the case of employees assigned to position classifications determined to be non-exempt under Federal and State of Oregon law, compensation for such overtime shall be at the rate of time and one-half (1½) for work in excess of 40 hours per week. Such overtime work may be specifically required by the City.

Compensatory Time

Employees promoted to a position as a non-represented employee shall be paid in the first available payroll for unused previously accrued compensatory time. The City Manager may waive this provision when an employee has prescheduled leave time that included the use

of accrued compensatory time off prior to promotion and used by the employee after the promotion.

Compensation for authorized overtime shall be paid unless, if desired and agreed by both the employee and the department director by the end of the pay period in which the overtime is worked, the employee shall instead accrue compensatory time off at the same rate of time and one-half (1½) for work in excess of 40 hours per week. Documentation and use of compensatory time hours shall be controlled as follows:

Maximum Accumulation. An employee may accrue up to 80 compensatory time hours at any one time. If an employee has accrued 80 hours of compensatory time, he/she will not be permitted to accrue additional compensatory time in lieu of overtime, and shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay for all hours of overtime worked.

Use of Compensatory Time Hours. An employee shall be permitted to use compensatory time hours during the year, subject to the following limitations:

- Use of compensatory time is requested at least 24 hours prior to use.
- Use of compensatory time shall be in increments of one (1) or more hours.
- Use of compensatory time may be denied at other times if an employee's use of compensatory time off would unduly disrupt the operations of the department.

Compensatory Time Payoff. At the request of an employee, the City shall pay off compensatory time at the employee's regular rate of pay (base salary plus salary differentials) as part of a regular paycheck, provided the employee requests a payoff of at least 20 hours and provides 15 working days' notice before the end of any pay period. At the end of the fiscal year, compensatory time shall be paid at the employee's regular rate of pay (base salary plus salary differentials).

Compensatory time may not be accrued when the overtime hours worked is a direct result of working on a State or Federal declared emergency, since the City may receive reimbursement for those hours. In a declared emergency, any overtime hours earned would be paid by the City and no accrued compensatory time will be allowed for those overtime hours.

Exempt Employees

No paid overtime will be granted for hours beyond the regular work for employees assigned to position classifications determined to be exempt from Federal and State of Oregon wage and hour law. A department director may approve compensatory time off, on a straight-time basis, as a matter of his/her sole discretion. In addition, department directors may require management personnel to rotate on-call status to quickly respond to emergency events or to handle unforeseen changes in workload. An employee so assigned shall receive eight (8)

hours leave time for each seven (7) day period in such status, up to a maximum of 80 hours.

In no case is an employee permitted to convert compensatory time authorized in this subsection into cash payment.

If an employee believes they are improperly classified, he or she shall ask for a review of said classification by the Human Resources Department. The question of classification shall be reviewed on a timely basis, and the City will act to correct any errors as soon as possible.

If an employee believes they have been improperly paid under the overtime provisions of Federal or State law, it is the responsibility of the employee to seek immediate correction of any error within 20 working days of the close of the payroll period in which the error is believed to have occurred, and the Finance Department will act to investigate and correct any such error within a reasonable time period.

Finally, the City shall make no improper deductions from pay for any employee, regardless of exempt or non-exempt status, and shall act to reimburse an employee for any improper pay deductions, once reported to the Finance Department.

The City shall continue to make a good faith commitment to comply with all applicable provisions of the FLSA and State law, and the City intends this policy of correction shall satisfy the “safe harbor provisions” of the FLSA regulations, as amended effective August 23, 2004.

Deferred Compensation Plan

Each employee may enroll in the City’s deferred compensation program (Mission Square Retirement (formerly ICMA-RC)) established under Section 457 of the Internal Revenue Code, and may defer compensation, subject to the maximum annual contribution amount set by the Internal Revenue Code, or implementing regulations adopted thereunder.

For executive employees, the City will contribute up to a maximum of one percent (1%) contribution for an employee, provided the employee contributes at least one percent (1%) of salary to the 457 Plan.

Medical Savings Account

The City shall continue to participate, in the Voluntary Employees’ Beneficiary Association Medical Expense Plan for Public Employees in the Northwest (hereinafter “HRA VEBA Trust”), which trust conforms to the requirements of Internal Revenue Code Section 501(c) (9), and implementing regulations adopted by the Internal Revenue Service. Funds contributed by the City on an employee’s behalf are considered vested in the employee’s name upon deposit by the trust administrator and are available to each such employee pursuant to the provisions of the HRA VEBA trust agreement. Upon approval of this guidebook, the City shall contribute \$150 to each employee’s account in the HRA VEBA Trust each pay period.

INSURANCE

Medical, Dental, Vision

The City will provide the following benefits to regular full-time employees of which employees cannot opt out:

Medical-hospitalization insurance

Dental insurance

Vision insurance

The City will make available a choice of health plans. Details of the plans can be found on-line at the Employee On-Line webpage. Effective July 1, 2019, the City will pay the full premium amount for a dental plan and for the lowest cost health care plan available. Any total monthly premium for the medical, vision and dental coverage exceeding the cost of the lowest cost plan will be automatically deducted from the employee's paycheck.

The City reserves the right to switch from a composite to a tiered-rate premium if deemed appropriate during 2021-2023 biennium.

Section 125

The employee's share of any health or other insurance premium paid through payroll deduction may be made on a pre-tax basis under the City's Internal Revenue Code Section 125 cafeteria plan to the extent permitted by federal law.

Life Insurance

The City will provide \$50,000 term life insurance for the employee (face amount may be adjusted after age 65 depending on the group policy).

Long-Term Disability

The City will provide long-term disability insurance that shall provide a benefit of two-thirds (66 2/3%) of the employee's gross monthly salary.

Workers' Compensation

The City will provide Workers' Compensation insurance for the employee.

PERS

The City will pay for the employer's and employee's contributions for Public Employee Retirement System or its successor under law.

Additional Benefit:

Car Allowance-Executive Employees

The City Manager may, as part of an executive employee's compensation, authorize the payment of a car allowance up to \$300 monthly. At the discretion of the City Manager, a City vehicle may be provided in lieu of the above paid car allowance(s).

DISCIPLINE AND DISCHARGE

Discipline- Executive Employees

Executive personnel are at-will employees. This means either the employee or the employer may terminate employment at any time, for any lawful reason, with or without cause or notice.

In the event of discharge, the City Manager may grant up to six (6) months of severance pay.

Discipline- Non-Represented Employees

No employee who has achieved regular status in a position classification that is subject to these Rules shall be disciplined except for just cause.

Discipline may include the following:

- Written Reprimand
- Suspension Without Pay
- Temporary Reduction in Pay
- Demotion
- Discharge

The disciplinary steps may be taken in any order at the sole discretion of the City. This policy is not a guarantee or requirement that the steps must be followed in any particular order.

Due Process

In the event the City believes an employee subject to these Rules may be subject to discipline greater than a written reprimand, the following procedural due process shall be followed:

- The employee shall be notified of the charges or allegations that may subject them to discipline, including the relevant facts of the event and policy or other violations;
- The employee shall be notified of the disciplinary sanctions being considered;

- The employee or a representative will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing. The employee or a representative may present additional evidence or mitigating circumstances to the City; and
- At their request, the employee will be entitled to be accompanied by a fellow employee of their same level or other representative at the due process meeting.

Authority

All supervisory personnel are empowered to give discipline up to a one (1) day suspension or the equivalent reduction in pay without higher level prior approval to their assigned subordinate personnel. Disciplinary actions greater than a one-day suspension may be recommended for action to the next level of supervision.

Employees exempt from overtime may be suspended in increments of a full workday for violation of a workplace conduct rule, which is something other than poor performance or an attendance issue. Aside from recommendations for demotion or discharge, employees shall not be subject to any discipline greater than a 40-hour suspension without pay or equivalent temporary reduction in pay.

Demotion and discharge actions are retained as the exclusive prerogative of the City Manager. However, all other supervisory personnel may recommend such discipline relative to their subordinate personnel.

Appeal of Disciplinary Action

PROBATIONARY EMPLOYEES. While on probation, employees covered by these Rules have no appeal rights, are at-will employees and may be discharged at any time for any reason with or without cause or notice.

Regular full-time employees, covered by these Rules, may, at their option, elect to exercise the following process as the sole and complete available procedure for employees seeking appeal:

An employee seeking appeal must, within five (5) days of receiving notice of disciplinary action greater than a written reprimand, appeal to the City Manager if in disagreement with the discipline. The appeal must be submitted in writing.

Transfers

The City Manager may transfer an employee from a position in one division or organizational unit to a position in another division or organizational unit temporarily or on a permanent

basis. If the salary or benefits are not affected negatively, such transfer shall not be deemed a demotion and is not subject to appeal.

Notice of Change

All employees affected by this guidebook must be given at least seven (7) days' notice of any pending change. Electronic notification and/or posting of such notice on departmental bulletin boards may be used for notification of proposed changes.

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2021

7/1/2021 2% All positions except Police Lieutenants & Sergeants which are 3%

	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S09	HUMAN RESOURCES ASSISTANT	3,689.34	3,877.24	4,068.58	4,271.54	4,487.83	4,710.62	-
S09	IT SUPPORT TECHNICIAN	3,689.34	3,877.24	4,068.58	4,271.54	4,487.83	4,710.62	-
S12	ADMINISTRATIVE ANALYST	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	PURCHASING AGENT	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	PAYROLL COORDINATOR	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	LEGAL SECRETARY	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	HUMAN RESOURCES TECHNICIAN	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	EXECUTIVE SUPPORT SPECIALIST	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	POLICE CULTURAL OUTREACH COORD	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	PARKS CUSTOMER SERVICE SUPERV	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S12	HUMAN RESOURCES SPECIALIST	4,271.54	4,487.83	4,710.62	4,946.78	5,193.01	5,452.48	5,723.65
S14	ADMINISTRATIVE ASSISTANT	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	DEPUTY CITY RECORDER	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	ACCOUNTANT	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	RECREATION SUPERVISOR	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	NETWORK/IPC SPECIALIST	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	OFFICE ADMINISTRATOR	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	ASST TO THE CITY MANAGER I	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	CUSTODIAN SUPERVISOR	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	SENIOR PURCHASING ANALYST	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	HEALTH & SAFETY MANAGER	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S14	CODE ENFORCEMENT PROGRAM MGR	4,710.62	4,946.78	5,193.01	5,452.48	5,726.95	6,011.40	-
S16	MUNICIPAL COURT CLERK	5,191.32	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	-
S16	HUMAN RESOURCES ANALYST	5,191.32	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	-
S16	PARKS MAINTENANCE SUPERVISOR	5,191.32	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	-
S17	ASSISTANT TO TRAFFIC ENGINEER	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	-
S17	JUNIOR SYSTEMS ADMINISTRATOR	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	-
S17	SERVICE DESK SUPERVISOR	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	-
S17	JUNIOR SYSTEMS ANALYST	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	-
S17	BILLING SERVICES SUPERVISOR	5,450.80	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	-
S18	SENIOR PLANNER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	FACILITIES MGMT SUPERINTENDENT	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	WRD SUPERVISOR	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	CITY RECORDER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	RECREATION SUPERINTENDENT	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	PUBLIC WORKS SUPERVISOR	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	ASSOCIATE TRAFFIC ENGINEER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	UTILITIES ENGINEER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	PAYROLL MANAGER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	PW ADMINISTRATIVE SUPERVISOR	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	SUPPORT SERVICES MANAGER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	DEVELOPMENT SERVICES MANAGER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2021- Continued

S18	FIRE ADMINISTRATION MANAGER	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S18	COMMUNICATIONS & MARKETING MGR	5,723.65	6,009.66	6,309.13	6,625.27	6,957.82	7,303.81	-
S19	CITY SURVEYOR	6,011.40	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	-
S20	SYSTEMS ADMINISTRATOR	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	WRD CONSTRUCTION MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	PURCHASING MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	RISK MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	DESIGN & CONSTRUCTION MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	GIS MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	SYSTEMS ANALYST	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	CHIEF ADMINISTRATIVE OFFICER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S20	FACILITIES PROJECT MANAGER	6,310.80	6,626.75	6,959.56	7,307.13	7,671.39	8,059.01	-
S21	SENIOR ASSISTANT CITY ATTORNEY	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S21	ACCOUNTING SUPERVISOR	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S21	SR. SYSTEMS ADMINISTRATOR	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S21	PRINCIPAL PLANNER	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S21	PW BUSINESS MANAGER	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S21	HUMAN RESOURCES ANALYST SENIOR	6,626.75	6,957.82	7,303.81	7,669.74	8,053.94	8,456.52	-
S22	TRANSPORTATION MANAGER	6,957.82	7,303.81	7,668.11	8,053.94	8,456.52	8,877.34	-
S22	WRD MANAGER	6,957.82	7,303.81	7,668.11	8,053.94	8,456.52	8,877.34	-
S22	EMERGENCY MGMT COORDINATOR	6,957.82	7,303.81	7,668.11	8,053.94	8,456.52	8,877.34	-
S23	PUBLIC WORKS OPERATIONS MGR	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S23	CONTROLLER	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S23	ASSISTANT PLANNING DIRECTOR	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S23	ASST BUILDING SAFETY DIRECTOR	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S23	ASST PARKS & RECREATION DIRECT	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S23	DEPUTY CITY ENGINEER	7,303.83	7,668.16	8,053.98	8,456.55	8,877.38	9,323.16	-
S25	DEPUTY PUBLIC WORKS DIRECTOR	8,052.48	8,455.07	8,877.85	9,321.74	9,787.82	10,277.24	-
S25	DEPUTY CITY ATTORNEY	8,052.48	8,455.07	8,877.85	9,321.74	9,787.82	10,277.24	-
SD4	DEPUTY FIRE CHIEF	-	-	-	9,866.39	10,359.70	10,877.69	-
SP3	PROPERTY CONTROL SUPERVISOR	5,568.86	5,847.18	6,139.88	6,446.71	6,767.95	7,107.09	-
SP3	POLICE RECORDS SUPERVISOR	5,568.86	5,847.18	6,139.88	6,446.71	6,767.95	7,107.09	-
SP4	TECH CRIMES TASK FORCE MANAGER	-	-	-	7,748.16	8,135.56	8,542.33	-
SP4	POLICE RECORDS MANAGER	-	-	-	7,748.16	8,135.56	8,542.33	-
SP5	POLICE SERGEANT	-	-	-	7,824.12	8,215.32	8,626.08	-
SP6	POLICE LIEUTENANT	-	-	-	9,057.38	9,510.22	9,985.70	-
SP8	DEPUTY POLICE CHIEF	-	-	-	9,866.37	10,359.66	10,877.67	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2022

7/1/2022 2% All positions except Police Lieutenants & Sergeants which are 3%								
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
S09	HUMAN RESOURCES ASSISTANT	3,763.13	3,954.79	4,149.95	4,356.97	4,577.58	4,804.84	-
S09	IT SUPPORT TECHNICIAN	3,763.13	3,954.79	4,149.95	4,356.97	4,577.58	4,804.84	-
S12	ADMINISTRATIVE ANALYST	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	PURCHASING AGENT	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	PAYROLL COORDINATOR	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	LEGAL SECRETARY	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	HUMAN RESOURCES TECHNICIAN	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	EXECUTIVE SUPPORT SPECIALIST	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	POLICE CULTURAL OUTREACH COORD	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	PARKS CUSTOMER SERVICE SUPERV	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S12	HUMAN RESOURCES SPECIALIST	4,356.97	4,577.58	4,804.84	5,045.72	5,296.87	5,561.53	5,838.12
S14	ADMINISTRATIVE ASSISTANT	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	DEPUTY CITY RECORDER	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	ACCOUNTANT	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	RECREATION SUPERVISOR	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	NETWORK/PC SPECIALIST	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	OFFICE ADMINISTRATOR	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	ASST TO THE CITY MANAGER I	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	CUSTODIAN SUPERVISOR	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	SENIOR PURCHASING ANALYST	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	HEALTH & SAFETY MANAGER	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S14	CODE ENFORCEMENT PROGRAM MGR	4,804.84	5,045.72	5,296.87	5,561.53	5,841.49	6,131.63	-
S16	MUNICIPAL COURT CLERK	5,295.15	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	-
S16	HUMAN RESOURCES ANALYST	5,295.15	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	-
S16	PARKS MAINTENANCE SUPERVISOR	5,295.15	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	-
S17	ASSISTANT TO TRAFFIC ENGINEER	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	-
S17	JUNIOR SYSTEMS ADMINISTRATOR	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	-
S17	SERVICE DESK SUPERVISOR	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	-
S17	JUNIOR SYSTEMS ANALYST	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	-
S17	BILLING SERVICES SUPERVISOR	5,559.81	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	-
S18	SENIOR PLANNER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	FACILITIES MGMT SUPERINTENDENT	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	WRD SUPERVISOR	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	CITY RECORDER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	RECREATION SUPERINTENDENT	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	PUBLIC WORKS SUPERVISOR	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	ASSOCIATE TRAFFIC ENGINEER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	UTILITIES ENGINEER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	PAYROLL MANAGER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	PW ADMINISTRATIVE SUPERVISOR	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	SUPPORT SERVICES MANAGER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	DEVELOPMENT SERVICES MANAGER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2022- Continued

S18	FIRE ADMINISTRATION MANAGER	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S18	COMMUNICATIONS & MARKETING MGR	5,838.12	6,129.85	6,435.31	6,757.77	7,096.98	7,449.88	-
S19	CITY SURVEYOR	6,131.63	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	-
S20	SYSTEMS ADMINISTRATOR	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	WRD CONSTRUCTION MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	PURCHASING MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	RISK MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	DESIGN & CONSTRUCTION MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	GIS MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	SYSTEMS ANALYST	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	CHIEF ADMINISTRATIVE OFFICER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S20	FACILITIES PROJECT MANAGER	6,437.02	6,759.29	7,098.76	7,453.27	7,824.82	8,220.19	-
S21	SENIOR ASSISTANT CITY ATTORNEY	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S21	ACCOUNTING SUPERVISOR	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S21	SR. SYSTEMS ADMINISTRATOR	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S21	PRINCIPAL PLANNER	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S21	PW BUSINESS MANAGER	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S21	HUMAN RESOURCES ANALYST SENIOR	6,759.29	7,096.98	7,449.88	7,823.13	8,215.02	8,625.65	-
S22	TRANSPORTATION MANAGER	7,096.98	7,449.88	7,821.47	8,215.02	8,625.65	9,054.89	-
S22	WRD MANAGER	7,096.98	7,449.88	7,821.47	8,215.02	8,625.65	9,054.89	-
S22	EMERGENCY MGMNT COORDINATOR	7,096.98	7,449.88	7,821.47	8,215.02	8,625.65	9,054.89	-
S23	PUBLIC WORKS OPERATIONS MGR	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S23	CONTROLLER	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S23	ASSISTANT PLANNING DIRECTOR	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S23	ASST BUILDING SAFETY DIRECTOR	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S23	ASST PARKS & RECREATION DIRECT	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S23	DEPUTY CITY ENGINEER	7,449.90	7,821.53	8,215.06	8,625.68	9,054.93	9,509.63	-
S25	DEPUTY PUBLIC WORKS DIRECTOR	8,213.53	8,624.17	9,055.41	9,508.17	9,983.57	10,482.78	-
S25	DEPUTY CITY ATTORNEY	8,213.53	8,624.17	9,055.41	9,508.17	9,983.57	10,482.78	-
SD4	DEPUTY FIRE CHIEF	-	-	-	10,063.72	10,566.89	11,095.24	-
SP3	PROPERTY CONTROL SUPERVISOR	5,680.24	5,964.12	6,262.68	6,575.65	6,903.31	7,249.23	-
SP3	POLICE RECORDS SUPERVISOR	5,680.24	5,964.12	6,262.68	6,575.65	6,903.31	7,249.23	-
SP4	TECH CRIMES TASK FORCE MANAGER	-	-	-	7,903.13	8,298.27	8,713.18	-
SP4	POLICE RECORDS MANAGER	-	-	-	7,903.13	8,298.27	8,713.18	-
SP5	POLICE SERGEANT	-	-	-	8,058.85	8,461.78	8,884.86	-
SP6	POLICE LIEUTENANT	-	-	-	9,329.10	9,795.53	10,285.27	-
SP8	DEPUTY POLICE CHIEF	-	-	-	10,063.70	10,566.85	11,095.22	-

SALARY SCHEDULE- EXECUTIVE EMPLOYEES – EFFECTIVE 07/01/2021

Grade	Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E44	BUILDING SAFETY DIRECTOR	112,555.10	118,182.86	124,092.00	130,296.60	136,811.43	143,652.00
E44	PLANNING DIRECTOR	112,555.10	118,182.86	124,092.00	130,296.60	136,811.43	143,652.00
E44	INNOVATION & TECHNOLOGY DIRECTOR	112,555.10	118,182.86	124,092.00	130,296.60	136,811.43	143,652.00
E45	URBAN RENEWAL DIRECTOR	114,792.86	120,532.50	126,559.13	132,887.09	139,531.44	146,508.00
E45	PARKS & RECREATION DIRECTOR	114,792.86	120,532.50	126,559.13	132,887.09	139,531.44	146,508.00
E45	HUMAN RESOURCES DIRECTOR	114,792.86	120,532.50	126,559.13	132,887.09	139,531.44	146,508.00
E46	PUBLIC WORKS DIRECTOR	119,089.72	125,044.21	131,296.42	137,861.24	144,754.30	151,992.00
E48	FIRE CHIEF	128,501.43	134,926.50	141,672.83	148,756.47	156,194.29	164,004.00
E48	POLICE CHIEF	128,501.43	134,926.50	141,672.83	148,756.47	156,194.29	164,004.00
E48	CITY ATTORNEY	128,501.43	134,926.50	141,672.83	148,756.47	156,194.29	164,004.00
E49	DEPUTY CITY MANAGER	129,140.78	135,597.82	142,377.71	149,496.60	156,971.43	164,820.00

SALARY SCHEDULE- EXECUTIVE EMPLOYEES – EFFECTIVE 07/01/2022 – 2%

Grade	Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E44	BUILDING SAFETY DIRECTOR	114,806.20	120,546.52	126,573.84	132,902.53	139,547.66	146,525.04
E44	PLANNING DIRECTOR	114,806.20	120,546.52	126,573.84	132,902.53	139,547.66	146,525.04
E44	INNOVATION & TECHNOLOGY DIRECTOR	114,806.20	120,546.52	126,573.84	132,902.53	139,547.66	146,525.04
E45	URBAN RENEWAL DIRECTOR	117,088.72	122,943.15	129,090.31	135,544.83	142,322.07	149,438.16
E45	PARKS & RECREATION DIRECTOR	117,088.72	122,943.15	129,090.31	135,544.83	142,322.07	149,438.16
E45	HUMAN RESOURCES DIRECTOR	117,088.72	122,943.15	129,090.31	135,544.83	142,322.07	149,438.16
E46	PUBLIC WORKS DIRECTOR	121,471.51	127,545.09	133,922.35	140,618.46	147,649.39	155,031.84
E48	FIRE CHIEF	131,071.46	137,625.03	144,506.29	151,731.60	159,318.18	167,284.08
E48	POLICE CHIEF	131,071.46	137,625.03	144,506.29	151,731.60	159,318.18	167,284.08
E48	CITY ATTORNEY	131,071.46	137,625.03	144,506.29	151,731.60	159,318.18	167,284.08
E49	DEPUTY CITY MANAGER	131,723.60	138,309.78	145,225.26	152,486.53	160,110.86	168,116.40