



City of Grand Island

Tuesday, May 06, 2003

Council Session

Item F3

#8810 - Consideration of Salary Ordinance Pertaining to Administration Secretary

ADMINISTRATION SECRETARY

We currently have a vacancy in the Administration/Legal Suite for the position of Legal Clerk. The duties of this position included working ½ time at the Front Information Desk and ½ time for the Legal Department. After reviewing this position and the need to become more customer service oriented, the City Attorney and City Administrator are recommending that the vacancy become an Administrative Secretary located in the Information Booth near the front door.

The duties of the person would be such to alleviate some of the workload for the front line employees allowing them more freedom to accomplish their own assigned duties. Some of those duties include:

Act as a receptionist; answer the telephone and assist the general public; provide general information on departmental and City policies and procedures as required; refer calls to appropriate department personnel. Assist public in locating other public agencies or businesses as needed.

Issue, receive, type and process various applications, permits and other forms, including conditional use permits, solicitors permits, firework permits, taxi driver permits, taxi cab company permits, special designated liquor license, handicapped permits, pet licenses, tobacco permits, street vendor permits, Boards and Commissions applications, "STOP" class sign up and others.

Other duties include arrangement for service and deliveries on City Hall vending machines and sign for delivered packages and notify appropriate parties of the arrival of these delivered items.

Some of the Legal duties would be assigned to other existing staff members. The purchasing duties previously completed by the Legal Clerk would be done by the City Clerk and other duties would be shared by either the Administration or Legal Staff.

We believe this arrangement would make us more customer friendly and allow the existing staff to become more efficient with fewer interruptions. Staff recommends approval of this position.

Staff Contact: Marlan Ferguson

ORDINANCE NO. 8810

An ordinance to amend Ordinance No. 8789 known as the Salary Ordinance which lists the currently occupied classifications of officers and employees of the City of Grand Island, Nebraska and established the ranges of compensation of such officers and employees; to add a classification and salary range for the position of Administration Secretary; to repeal Ordinance No. 8789, and any ordinance or parts of ordinances in conflict herewith; to provide for severability; to provide for the effective date thereof; and to provide for publication of this ordinance in pamphlet form.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA:

SECTION 1. The currently occupied classifications of officers and general employees of the City of Grand Island, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain officers and general employees shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Accountant	1265.66 / 1781.49	Exempt
Accounting Technician – Solid Waste	941.01 / 1324.17	40 hrs/week
Accounting Technician – Streets	941.01 / 1324.17	40 hrs/week
Accounting Technician – WWTP	941.01 / 1324.17	40 hrs/week
Administrative Assistant – Public Works	1015.99 / 1430.46	40 hrs/week
Administrative Assistant – Utilities	1015.99 / 1430.46	40 hrs/week
<u>Administration Secretary</u>	<u>842.95 / 1185.74</u>	<u>40 hrs/week</u>
Assistant Public Works Director	1713.10 / 2410.20	Exempt
Assistant Utility Director – Administration	2237.98 / 3149.33	Exempt
Assistant Utility Director – PGS & PCC	2354.99 / 3314.13	Exempt

Approved as to Form <input type="checkbox"/> _____ May 1, 2003 <input type="checkbox"/> City Attorney
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ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Attorney	1797.14 / 2528.86	Exempt
Audio-Visual Technician	1153.60 / 1623.28	40 hrs/week
Biosolids Technician	990.45 / 1394.21	40 hrs/week
Building Clerk	743.25 / 1045.66	40 hrs/week
Building Secretary	842.95 / 1185.74	40 hrs/week
Building Department Director	1825.98 / 2568.41	Exempt
Building Inspector	1182.44 / 1663.66	40 hrs/week
Cemetery Superintendent	1260.72 / 1774.90	Exempt
City Administrator	2777.70 / 3909.06	Exempt
City Attorney	2358.29 / 3319.07	Exempt
City Clerk	1228.93 / 1729.41	Exempt
Civil Engineer – Utilities	1621.63 / 2281.66	Exempt
Civil Engineer I – Public Works	1186.56 / 1670.25	Exempt
Civil Engineer II – Public Works	1404.92 / 1977.60	Exempt
Code Compliance Officer	1072.85 / 1509.60	40 hrs/week
Collection System Supervisor	1221.99 / 1719.69	40 hrs/week
Communications Supervisor	1095.10 / 1540.88	Exempt
Community Development Director	1606.80 / 2262.70	Exempt
Community Projects Director	1877.90 / 2644.22	Exempt
Community Projects Secretary	866.85 / 1220.34	40 hrs/week
Community Service Officer – Police Department	763.85 / 1074.50	40 hrs/week
Custodian	737.48 / 1040.71	40 hrs/week
Data Processing Manager	1621.63 / 2281.66	Exempt
Deputy Police Chief	1772.42 / 2495.07	Exempt
Development Specialist	866.85 / 1220.34	40 hrs/week
Downtown Development Director	1606.80 / 2262.70	Exempt
Electric Distribution Superintendent	1911.68 / 2689.54	Exempt
Electric Distribution Supervisor	1615.04 / 2271.77	40 hrs/week
Electric Underground & Substation Superintendent	1702.38 / 2395.37	Exempt
Electrical Engineer I	1533.46 / 2158.88	Exempt
Electrical Engineer II	1777.37 / 2501.66	Exempt
Electrical Inspector	1182.44 / 1663.66	40 hrs/week

ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Emergency Management Coordinator	909.70 / 1279.67	40 hrs/week
Emergency Management Director	1738.64 / 2446.46	Exempt
EMS Division Chief	1613.39 / 2270.12	Exempt
Engineering Technician Supervisor	1338.18 / 1883.66	Exempt
Equipment Operator	934.42 / 1315.93	40 hrs/week
Executive Assistant – Administration	1015.99 / 1430.46	40 hrs/week
Finance Controller	1812.00 / 2548.63	Exempt
Finance Director	2237.98 / 3149.33	Exempt
Finance Secretary	842.95 / 1185.74	40 hrs/week
Fire Chief	1966.89 / 2766.99	Exempt
Fire Operations Division Chief	1613.39 / 2270.12	Exempt
Fire Prevention Division Chief	1613.39 / 2270.12	Exempt
Fire Training Division Chief	1613.39 / 2270.12	Exempt
Fleet Services Superintendent	1348.89 / 1899.32	Exempt
Fleet Services Supervisor	1070.38 / 1506.27	40 hrs/week
Golf Course Superintendent	1495.56 / 2104.50	Exempt
Grounds Management Crew Chief	1177.50 / 1657.06	40 hrs/week
Human Resources Director	1825.98 / 2568.41	Exempt
Human Resources Specialist	1097.57 / 1544.18	40 hrs/week
Information Technology Manager	1702.71 / 2395.74	Exempt
Information Technology Supervisor	1442.29 / 2029.76	Exempt
Legal Assistant	1204.69 / 1695.79	40 hrs/week
Legal Clerk	743.25 / 1045.66	40 hrs/week
Legal Secretary	904.75 / 1274.73	40 hrs/week
Librarian I	1102.51 / 1550.77	Exempt
Librarian II	1212.93 / 1706.50	Exempt
Library Assistant	759.73 / 1068.73	40 hrs/week
Library Assistant Director	1396.68 / 1965.24	Exempt
Library Clerk	606.46 / 854.49	40 hrs/week
Library Director	1774.90 / 2498.37	Exempt
Library Page*	458.97 / 694.81	40 hrs/week
Library Secretary	842.95 / 1185.74	40 hrs/week

ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Maintenance Mechanic I	946.78 / 1335.70	40 hrs/week
Maintenance Mechanic II	1062.96 / 1495.56	40 hrs/week
Maintenance Worker I – Solid Waste	861.01 / 1212.93	40 hrs/week
Maintenance Worker I – Building, Golf, WWTP	884.98 / 1245.06	40 hrs/week
Maintenance Worker II – Solid Waste	907.22 / 1277.20	40 hrs/week
Maintenance Worker II – Building, Golf, WWTP, Zoo	931.94 / 1314.28	40 hrs/week
Meter Reading Supervisor	1091.80 / 1537.58	Exempt
Office Manager – Police Department	1029.18 / 1448.59	40 hrs/week
Parking Monitor	473.80 / 667.44	40 hrs/week
Parks and Recreation Director	1917.45 / 2696.95	Exempt
Parks and Recreation Secretary	842.95 / 1185.74	40 hrs/week
Parks Maintenance Superintendent	1426.34 / 2006.44	Exempt
Payroll Specialist	1097.57 / 1544.18	40 hrs/week
Plumbing Inspector	1182.44 / 1663.66	40 hrs/week
Police Chief	2060.00 / 2899.66	Exempt
Police Records Clerk	783.62 / 1103.34	40 hrs/week
Power Plant Maintenance Supervisor	1615.04 / 2271.77	Exempt
Power Plant Operations Supervisor	1696.62 / 2387.13	Exempt
Power Plant Superintendent – Burdick	1766.66 / 2486.01	Exempt
Power Plant Superintendent – PGS	2093.78 / 2944.98	Exempt
Public Information Officer	1097.57 / 1544.18	40 hrs/week
Public Safety Secretary	931.12 / 1313.46	40 hrs/week
Public Works Director	2237.98 / 3149.33	Exempt
Public Works Secretary	842.95 / 1185.74	40 hrs/week
Purchasing Technician	842.95 / 1185.74	40 hrs/week
Recreation Superintendent	1319.22 / 1855.65	Exempt
Senior Civil Engineer – Public Works Engineering	1704.03 / 2398.66	Exempt
Senior Civil Engineer – Utility, PCC	1802.09 / 2537.10	Exempt
Senior Electrical Engineer	1621.63 / 2281.66	Exempt
Senior Engineering Technician	1182.44 / 1663.66	40 hrs/week
Senior Equipment Operator	1020.11 / 1435.41	40 hrs/week
Senior Library Assistant	838.01 / 1179.14	40 hrs/week

ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Senior Maintenance Worker	998.69 / 1405.74	40 hrs/week
Senior Telecommunicator/EMD	899.81 / 1265.66	40 hrs/week
Senior Utility Secretary	845.42 / 1192.33	40 hrs/week
Solid Waste Division Clerk	743.25 / 1045.66	40 hrs/week
Solid Waste Superintendent	1535.94 / 2161.35	Exempt
Street Superintendent	1458.48 / 2054.23	Exempt
Street Supervisor	1157.72 / 1628.22	40 hrs/week
Telecommunicator/EMD	856.96 / 1208.81	40 hrs/week
Turf Management Specialist	1182.44 / 1663.66	40 hrs/week
Utility Production Engineer	1867.18 / 2627.74	Exempt
Utility Director	2649.98 / 3727.78	Exempt
Utility Secretary	842.95 / 1185.74	40 hrs/week
Utility Services Manager	1549.94 / 2181.13	Exempt
Utility Warehouse Supervisor	1193.98 / 1679.31	40 hrs/week
Wastewater Engineering/Operations Superintendent	1704.03 / 2398.66	Exempt
Wastewater Plant Maintenance Supervisor	1254.13 / 1765.01	40 hrs/week
Wastewater Plant Operator I	880.03 / 1238.47	40 hrs/week
Wastewater Plant Operator II	936.89 / 1319.22	40 hrs/week
Wastewater Plant Process Supervisor	1284.62 / 1808.68	40 hrs/week
Wastewater Plant Senior Operator	990.45 / 1394.21	40 hrs/week
Water Superintendent	1465.07 / 2060.83	Exempt
Water Supervisor	1249.18 / 1759.24	40 hrs/week
Worker / Seasonal	412.00 / 1600.00	Exempt
Worker / Temporary	412.00	40 hrs/week

*Pay Schedule Variation

SECTION 2. The currently occupied classifications of employees of the City of Grand Island included under the AFSCME labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such

ORDINANCE NO. 8810 (Cont.)

classifications, and the number of hours and work period which certain such employees included under the AFSCME labor agreement shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Equipment Operator – Streets	887.54 / 1248.11	40 hrs/week
Fleet Services Attendant/Clerk	806.86 / 1138.01	40 hrs/week
Fleet Services Mechanic	992.61 / 1396.04	40 hrs/week
Fleet Services Inventory Specialist	885.02 / 1245.59	40 hrs/week
Horticulturist	937.14 / 1320.39	40 hrs/week
Maintenance Worker – Cemetery	880.82 / 1239.71	40 hrs/week
Maintenance Worker – Parks	874.94 / 1232.14	40 hrs/week
Maintenance Worker – Streets	856.45 / 1205.25	40 hrs/week
Senior Equipment Operator – Streets	972.43 / 1369.14	40 hrs/week
Senior Maintenance Worker – Parks	972.43 / 1369.14	40 hrs/week
Senior Maintenance Worker – Streets	972.43 / 1369.14	40 hrs/week
Traffic Signal Technician	972.43 / 1369.14	40 hrs/week

SECTION 3. The currently occupied classifications of employees of the City of Grand Island included under the IBEW labor agreements, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IBEW labor agreements shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Accounting Clerk I	715.20 / 1006.40	40 hrs/week
Accounting Clerk II	808.80 / 1140.00	40 hrs/week
Computer Technician	965.60 / 1358.40	40 hrs/week
Computer Programmer	1268.00 / 1783.20	40 hrs/week
Electric Distribution Crew Chief	1469.60 / 2067.20	40 hrs/week
Electric Underground & Substation Crew Chief	1469.60 / 2067.20	40 hrs/week
Engineering Technician I	1014.40 / 1427.20	40 hrs/week

ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Engineering Technician II	1236.80 / 1740.00	40 hrs/week
GIS Technician	1332.00 / 1873.60	40 hrs/week
Instrument Technician	1506.40 / 2119.20	40 hrs/week
Lineman Apprentice	1040.00 / 1463.20	40 hrs/week
Lineman First Class	1332.00 / 1873.60	40 hrs/week
Lineman Second Class	1148.00 / 1615.20	40 hrs/week
Materials Handler	1267.20 / 1782.40	40 hrs/week
Meter Reader	853.60 / 1201.60	40 hrs/week
Meter Technician	1040.00 / 1463.20	40 hrs/week
Network Technician	1120.00 / 1576.00	40 hrs/week
Power Dispatcher I	1399.20 / 1968.00	40 hrs/week
Power Dispatcher II	1469.60 / 2067.20	40 hrs/week
Power Plant Custodian	754.40 / 1061.60	40 hrs/week
Power Plant Maintenance Mechanic	1332.00 / 1873.60	40 hrs/week
Power Plant Operator I	1040.00 / 1463.20	40 hrs/week
Power Plant Operator II	1399.20 / 1968.00	40 hrs/week
Senior Accounting Clerk	849.60 / 1196.80	40 hrs/week
Senior Engineering Technician	1332.00 / 1873.60	40 hrs/week
Senior Materials Handler	1399.20 / 1968.00	40 hrs/week
Senior Meter Reader	919.20 / 1292.00	40 hrs/week
Senior Power Dispatcher	1621.60 / 2280.80	40 hrs/week
Senior Power Plant Operator	1544.00 / 2172.00	40 hrs/week
Senior Substation Technician	1506.40 / 2119.20	40 hrs/week
Senior Utilities Operator	1506.40 / 2119.20	40 hrs/week
Senior Water Maintenance Worker	1120.00 / 1576.00	40 hrs/week
Substation Technician	1399.20 / 1968.00	40 hrs/week
Systems Technician	1506.40 / 2119.20	40 hrs/week
Tree Trim Crew Chief	1332.00 / 1873.60	40 hrs/week
Utilities Electrician	1399.20 / 1968.00	40 hrs/week
Utilities Operator	1364.80 / 1920.80	40 hrs/week
Utility Technician	1469.60 / 2067.20	40 hrs/week
Utility Warehouse Clerk	942.40 / 1326.40	40 hrs/week

ORDINANCE NO. 8810 (Cont.)

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Water Maintenance Worker I	919.20 / 1292.00	40 hrs/week
Water Maintenance Worker II	989.60 / 1392.80	40 hrs/week
Wireman I	1148.00 / 1615.20	40 hrs/week
Wireman II	1332.00 / 1873.60	40 hrs/week

SECTION 4. The currently occupied classifications of employees of the City of Grand Island included under the FOP labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the FOP labor agreement shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Police Captain	1491.00 / 2045.66	40 hrs/week
Police Officer*	1057.56 / 1478.40	40 hrs/week
Police Sergeant*	1345.63 / 1843.82	40 hrs/week

Pay Schedule Variation*

SECTION 5. The currently occupied classifications of employees of the City of Grand Island included under the IAFF labor agreement, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such employees included under the IAFF labor agreement shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Fire Captain	1361.88 / 1917.00	212 hrs/28 days
Firefighter / EMT	1004.40 / 1432.08	212 hrs/28 days
Firefighter / Paramedic	1109.16 / 1637.28	212 hrs/28 days

ORDINANCE NO. 8810 (Cont.)

SECTION 6. The currently occupied classifications of officers and employees of the City of Grand Island within the Planning Department, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classifications, and the number of hours and work period which certain such officers and employees within the Planning Department shall work prior to overtime eligibility are as follows:

Classification	Bi-Weekly Pay Range Min/Max	Overtime Eligibility
Planning Director	1636.46 / 2302.26	Exempt
Planning Secretary	842.95 / 1185.74	40 hrs/week
Planning Technician	1182.44 / 1663.66	40 hrs/week

SECTION 7. The classification of employees included under labor agreements with the City of Grand Island, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classification, and the number of hours and work period which certain such employees shall work prior to overtime eligibility area as stated above. All full-time fire fighters and police officers shall be paid a clothing and uniform allowance in addition to regular salary. All full-time fire fighters shall be paid a clothing and uniform allowance in addition to regular salary in the amount of \$80.00 per month. All full-time police officers shall be paid a clothing and uniform allowance in addition to regular salary of \$50.00 per month. Full-time police officers may also receive a reimbursement toward the purchase of body armor, not to exceed \$400. Full-time fire fighters and fire captains may receive a one-time uniform acquisition allowance of up to \$850. Full-time fire fighters, fire captains, Fire Operations Division Chief, Fire Prevention Division Chief, Fire Training Division Chief, and

ORDINANCE NO. 8810 (Cont.)

EMS Division Chief may receive an annual stipend for longevity not to exceed \$520. If any such fire fighter or police officer shall resign, or his or her employment be terminated for any reason whatsoever, the clothing allowance shall be paid on a prorata basis, but no allowance shall be made for a fraction of a month.

Non-union employees and employees covered by the AFSCME labor union, the FOP labor union, and the IBEW labor union may receive an annual stipend not to exceed \$500 for bilingual pay.

Utilities Department personnel in the IBEW bargaining unit and the classifications of Meter Reading Supervisor, Power Plant Superintendent, Power Plant Supervisor, Electric Distribution Superintendent, Electric Distribution Supervisor, Water Superintendent, Water Supervisor, Electric Underground and Substation Superintendent, Electric Underground and Substation Supervisor, and Engineering Technical Supervisor shall be eligible to participate in a voluntary uniform program providing an allowance up to \$18.00 per month. When protective clothing is required for Utilities Department personnel in the IBEW, the City shall pay 60% of the cost of providing and cleaning said clothing and the employees 40% of said cost. Public Works Department personnel in the AFSCME bargaining unit shall be eligible to participate in a voluntary uniform program providing an allowance up to \$18 per month. Full-time Shop Garage Division personnel shall receive a uniform allowance of \$12 biweekly. Public Works Department personnel in the job classifications Equipment Mechanic Supervisor, Garage Superintendent, and Equipment Mechanic shall receive a tool allowance of \$10 biweekly.

Parking Monitors may receive a one-time uniform acquisition allowance of \$250 upon employment and an annual allowance thereafter of \$100.

SECTION 8. Employees shall be compensated for unused sick leave as follows:

ORDINANCE NO. 8810 (Cont.)

(A) For all employees except those covered in the IAFF and AFSCME bargaining agreement, the City will include in the second paycheck in January of each year, payment for an employee's unused sick leave in excess of 960 hours accrued in the preceding calendar year. The compensation will be at the rate of one-half day's pay based on the employee's current pay rate at the time of such compensation, for each day of unused sick leave which exceeds 960 hours accrual of the preceding year.

For those employees covered in the AFSCME bargaining agreement, the City will include in the paycheck in January of each year, payment for an employee's unused sick leave in excess of 968 hours accrued in the preceding calendar year. The compensation will be at the rate of one-half day's pay based on the employee's current pay rate at the time of such compensation, for each day of unused sick leave which exceeds 968 hours accrual of the preceding year.

For those employees covered in the IAFF bargaining agreement, the City will include in the second paycheck in January of each year, payment for an employee's unused sick leave in excess of 2,880 hours accrued in the preceding calendar year. The compensation will be at the rate of one-quarter day's pay based on the employee's current pay rate at the time of such compensation, for each day of unused sick leave which exceeds 2,880 hours accrual of the preceding year.

(B) All employees except those covered in the fire department bargaining agreement shall be paid for one-half of their accumulated sick leave at the time of their retirement, the rate of compensation to be based on the employee's salary at

ORDINANCE NO. 8810 (Cont.)

the time of retirement. Employees covered in the fire department bargaining agreement shall be paid for one quarter of their accumulated sick leave at the time of their retirement, the rate of compensation to be based upon the employee's salary at the time of retirement.

(C) Department heads shall be paid for one-half of their accumulated sick leave, not to exceed 30 days of pay, upon their resignation, the rate of compensation to be based upon the salary at the time of termination. Compensation for unused sick leave at retirement shall be as provided above.

(D) The death of an employee shall be treated the same as retirement, and payment shall be made to the employee's beneficiary or estate for one-half of all unused sick leave.

SECTION 9. The city administrator shall receive a vehicle allowance of \$300 per month in lieu of mileage for use of personal vehicle travel within Hall County, payable monthly.

SECTION 10. Reimbursed expenses which are authorized by Neb. Rev. Stat. §13-2201, et. seq., the Local Government Miscellaneous Expenditure Act and/or which the Internal Revenue Service requires to be reflected on an employee IRS Form W-2 at year end, are hereby authorized as a payroll entry.

SECTION 11. The validity of any section, subsection, sentence, clause, or phrase of this ordinance shall not affect the validity or enforceability of any other section, subsection, sentence, clause, or phrase thereof.

SECTION 12. Ordinance No. 8789 and all other ordinances and parts of ordinances in conflict herewith be, and the same are, hereby repealed.

ORDINANCE NO. 8810 (Cont.)

SECTION 13. This ordinance shall be in full force and take effect from and after its passage and publication in pamphlet form in one issue of the Grand Island Independent as provided by law.

Enacted: May 6, 2003.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk