

City of Scottsbluff, Nebraska

Monday, August 7, 2017

Regular Meeting

Item Resolut.1

Council to consider an amended Pay Resolution for fiscal year 2017-2018.

Staff Contact: Jana Bode, HR Director

Agenda Statement

Item No.

For Meeting of:
August 7, 2017

AGENDA TITLE: Council to consider amended pay resolution 2017-2018

SUBMITTED BY DEPARTMENT/ORGANIZATION: Human Resources

PRESENTATION BY: Nathan Johnson

SUMMARY EXPLANATION:

3% cost of living increase for general employee's and fire. 1% cost of living for police.

SUMMARY: AMEND PAY RESOLUTION

HOURLY POSITIONS:

- Assistant Pool Manager – eliminated
- Event Coordinator – eliminated & job description revised. (*see Recreation Supervisor-exempt status*)
- HR Assistant/Deputy City Clerk – eliminated & job description revised. (*see-Administrative Services Coordinator-exempt status*)
- FIRE - Revised pay scale. Removed the first step for a total of 7 steps.
- Police Corporal – Added

EXEMPT POSITIONS:

- Recreation Supervisor – Added
- Planning Administrator - eliminated
- Director of Parks/Recreation – eliminated
- Exempt position of Assistant City Manager – eliminated
- Economic Development Director – update classification/Grade 26 to Grade 27
- Exempt position – new: Deputy Public Works Director

Explanation of changes of workforce by Department:

ADM/CITY HALL:

- Reduced the number of Administrative Services Assistant (hourly Grade 12) positions at City Hall from a total of three (3) full-time employees to two full-time (2).
- Combined the positions of HR Assistant/Deputy City Clerk (hourly Grade 20) and Administrative Services Coordinator (exempt Grade 22). The Adm. Serv. Coordinator job description was revised and due to additional duties and responsibilities this position moved to Grade 24 on the Pay Resolution.

DEVELOPMENT SERVICES:

- Planning Administrator – (retirement occurred/position was eliminated).

PARK & RECREATION:

- Assistant Pool Manager was eliminated – Splash facility changes occurred, eliminating the need for this position.
- Director of Parks & Recreation – (resignation occurred/position was eliminated).
- Position of Event Coordinator (Hourly Grade 17) was eliminated and job title changed to Recreation Supervisor (Exempt Grade 19). The Recreation Supervisor's job description includes prior duties of the Event Coordinator, as well as additional duties and responsibilities added due to the elimination of the

Director of Parks & Recreation position.

- *The Park Supervisor job description was revised to include additional duties and responsibilities due to the elimination of the Director of Parks & Recreation position. Park Supervisor position was moved from Grade 22 to Grade 24.*
- *Part-time Seasonal Laborer positions – both Cemetery & Park Divisions reduced number of part-time positions for 2017 summer season for budget reasons*

TRANSPORTATION:

- *Deputy Public Works Director created – purpose/succession planning.*
- *Motor Equipment Operator - with the addition of the Central Garage Division of the Public Works Department, the total number of Motor Equipment Operator positions were reduced from six (6) to five (5) due to the department restructure.*

EVINORMENTAL SERVICES:

- *Solid Waste Operator – with resignation, the number of Solid Waste Oper. is currently eleven (11). This open position will remain unfilled pending evaluation of staffing needs.*

WASTEWATER:

- *Crew Leader - (resignation occurred/position was eliminated).*

WATER DEPT:

- *Water System Operator I – total number of Water System Operator I positions has been reduced from four (4) full-time to three (3) full-time positions.*

Note: addition positions that have been completely eliminated over the past few years or have had duties combined with other positons due to a department restructure &/or budgetary needs.

Director of IT (eliminated) & Network Administrator (eliminated) - these two (2) positions eliminated due to contractual service agreement with local IT company.

Account Payable & Accounts Receivable - these two (2) positions were eliminated and the duties of both positions were combined into one (1) position, which is now titled Account Clerk.

Library Page - reduced from a total of four (4) part-time year round positions to three (3) part-time positions.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

EXHIBITS

Resolution X Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

RESOLUTION NO.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:

1. That the following Pay Plan for officers and employees of the City of Scottsbluff, Nebraska employed in Classified Positions be approved August 7, 2017 and effective October 2, 2017.

**PAY SCHEDULE
HOURLY RATES (Based on 40 hour work week)**

<u>Grade</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>L1</u>	<u>L2</u>
2	8.90	9.35	9.82	10.31	10.83	11.37	11.94
3	9.35	9.82	10.31	10.83	11.37	11.94	12.54
4	9.82	10.31	10.83	11.37	11.94	12.54	13.17
5	10.31	10.83	11.37	11.94	12.54	13.17	13.83
6	10.83	11.37	11.94	12.54	13.17	13.83	14.52
7	11.37	11.94	12.54	13.17	13.83	14.52	15.25
8	11.94	12.54	13.17	13.83	14.52	15.25	16.01
9	12.54	13.17	13.83	14.52	15.25	16.01	16.81
10	13.17	13.83	14.52	15.25	16.01	16.81	17.65
11	13.83	14.52	15.25	16.01	16.81	17.65	18.53
12	14.52	15.25	16.01	16.81	17.65	18.53	19.46
13	15.25	16.01	16.81	17.65	18.53	19.46	20.43
14	16.01	16.81	17.65	18.53	19.46	20.43	21.45
15	16.81	17.65	18.53	19.46	20.43	21.45	22.52
16	17.65	18.53	19.46	20.43	21.45	22.52	23.65
17	18.53	19.46	20.43	21.45	22.52	23.65	24.83
18	19.46	20.43	21.45	22.52	23.65	24.83	26.07
19	20.43	21.45	22.52	23.65	24.83	26.07	27.37
20	21.45	22.52	23.65	24.83	26.07	27.37	28.74

BI-WEEKLY RATES

18	1553.73	1631.42	1712.99	1798.64	1888.57	1983.00	2082.15
19	1631.42	1712.99	1798.64	1888.57	1983.00	2082.15	2186.26
20	1712.99	1798.64	1888.57	1983.00	2082.15	2186.26	2295.57
21	1798.64	1888.57	1983.00	2082.15	2186.26	2295.57	2410.35
22	1888.57	1983.00	2082.15	2186.26	2295.57	2410.35	2530.87
23	1983.00	2082.15	2186.26	2295.57	2410.35	2530.87	2657.41
24	2082.15	2186.26	2295.57	2410.35	2530.87	2657.41	2790.28
25	2186.26	2295.57	2410.35	2530.87	2657.41	2790.28	2929.79
26	2295.57	2410.35	2530.87	2657.41	2790.28	2929.79	3076.28
27	2410.35	2530.87	2657.41	2790.28	2929.79	3076.28	3230.09
28	2530.87	2657.41	2790.28	2929.79	3076.28	3230.09	3391.60
29	2657.41	2790.28	2929.79	3076.28	3230.09	3391.60	3561.18
30	2790.28	2929.79	3076.28	3230.09	3391.60	3561.18	3739.24
31	2929.79	3076.28	3230.09	3391.60	3561.18	3739.24	3926.20

2. That the following positions in the Classification Plan are assigned to the following Class Grades:

HOURLY POSITIONS

<u>Grade</u>	<u>Class Titles</u>	<u>Grade</u>	<u>Class Titles</u>
7	Library Technician	14	Wastewater Plant Operator I
7	Waterpark Manager	14	Water System Operator I
9	Building & Grounds Custodian	14	Heavy Equipment Operator
9	Compliance Officer	14	Solid Waste Equip. Operator
10	Library Assistant	15	Crew leader
11	Record Technician	16	Maintenance Mechanic
11	Humane Officer	16	Fire Prevention Officer
12	Admin. Services Assistant	17	Wastewater Plant Operator II
12	Admin. Records Technician	17	Water System Operator II
13	Account Clerk	17	Construction-Locator Spec.
13	Administrative Assistant	18	Utilities Adm. Coordinator
13	Maintenance Worker	18	Lead Maintenance Mechanic
13	Motor Equipment Operator	18	Cemetery Supervisor
		19	Stormwater Program Specialist
		20	Code Administrator I

EXEMPT POSITIONS

Professional, Administrative and Executive

18	Librarian	24	City Clerk/Risk Manager
19	Recreation Supervisor	24	Library Director
20	GIS Analyst	24	Public Safety/Em Mgmt Dir
22	Transportation Supervisor	26	Police Captain
22	Water System Supervisor	26	Deputy Public Works Dir
22	Wastewater Plant Supervisor	27	Economic Develop. Director
22	Environmental Services Supervisor	27	Director of Human Resources
22	Code Administrator II	28	Director of Public Works
22	Planning Coordinator	29	Fire Chief
24	Administrative Services Coordinator	30	Police Chief
24	Park Supervisor	31	Director of Finance

3. That the following pay schedule for officers and employees in Unclassified Positions of the city is approved September 5, 2016 and effective October 3, 2016.

<u>Position</u>	<u>Salary Minimum</u>	<u>Salary Maximum</u>
City Manager	Established by City Council	

**Seasonal and Part-time
Hourly Rates**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
School Crossing Guard	\$9.00	\$9.50	\$10.00	\$10.20	\$10.40	\$10.60	\$10.80
Library Page	\$9.00	\$9.50	\$10.00	\$10.20	\$10.40	\$10.60	\$10.80
Laborer	\$9.00	\$9.50	\$10.00	\$10.20	\$10.40	\$10.60	\$10.80
Field Mntc. Groundskeeper	\$9.40	\$9.90	\$10.40	\$10.60	\$10.80	\$11.00	\$11.20

Waterpark Aide	\$9.00	\$9.50	\$10.00	\$10.20	\$10.40	\$10.60	\$10.80
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*Lifeguard	\$9.00	\$9.50	\$10.00	\$10.20	\$10.40	\$10.60	\$10.80

*Lifeguard with Nebraska Certified Pool Operator's License & assigned to the maintenance of the waterpark facility will receive an additional 30 cents per hour.

NOTE: Pay step increase may be given after one year of service from hire date, at the discretion of the Department Head.

4. The Pay Schedule for the position of Firefighters and Fire Captains working a 56 hour week shall be the schedule approved in a Resolution adopted by the Mayor and City Council on August 7, 2017 and effective October 2, 2017.

<u>Class Title</u>	<u>Hourly Pay Schedule (56 hour week)</u>						
	1	2	3	4	5	6	7
Firefighter	13.95	14.65	15.38	16.15	16.96	17.81	18.70
Fire Captain	18.07	18.97	19.92	20.92	21.97	23.07	24.22

5. That the Pay Schedule for the position of Patrol Officer, Corporal and Police Sergeant shall be the Schedule approved in a resolution approved by the Mayor and City Council on August 7, 2017 to be effective October 2, 2017.

<u>Class Title</u>	<u>Hourly Pay Schedule</u>						
	1	2	3	4	5	6	7
Patrol Officer	19.30	20.27	21.28	22.34	23.46	24.63	25.86
Police Corporal	20.91	21.96	23.06	24.21	25.42	26.69	28.03
Police Sergeant	23.06	24.21	25.42	26.69	28.03	29.43	30.90

6. Resolution No. **16-08-03** and all other resolutions in conflict with this resolution are repealed.

Passed and approved this 7th day of August, 2017.

Mayor

ATTEST:

City Clerk