

City of Scottsbluff, Nebraska

Tuesday, February 18, 2014

Regular Meeting

Item Resolut.2

Council to consider approving the amended 2013-2014 Pay Resolution adding the position of Administration Services Support/General.

Staff Contact: Rick Kuckkahn, City Manager

Agenda Statement

Item No.

For Meeting of: February 18, 2014

AGENDA TITLE: Council to consider amended 2013-2014 pay resolution

SUBMITTED BY DEPARTMENT/ORGANIZATION: Administration

PRESENTATION BY: Rick Kuckkahn

SUMMARY EXPLANATION: Pay Resolution - combined the duties of Customer Service Clerk/Adm with the part-time Administration Assistant/Park to create the job description of Administration Services Support/General to serve the needs of multiple divisions in order to serve the public and staff more efficiently.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

Resolution X	Ordinance <input type="checkbox"/>	EXHIBITS Contract <input type="checkbox"/>	Minutes <input type="checkbox"/>	Plan/Map <input type="checkbox"/>
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Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

CITY OF SCOTTSBLUFF

Administration Services Assistant - General(Part-time)

Description of the Job:

The Administrative Service Assistant is a support position providing customer services and a high level of administrative support for all department directors in the organization. The purpose of this position is to provide a positive, unified point of contact for both citizens and staff within City Government. This individual directly reports to the City Clerk and will be accountable for a variety of administrative responsibilities. This position requires strong written and verbal communications and computer skills, has a positive service-oriented attitude, ability to handle confidential matters, and the ability to work effectively and efficiently with little supervision. Individual may work up to 30 hours per week.

Essential Functions of the Job:

- Serves as the customer service representative for the parks services, utilities and administrative services including answering questions, handling complaints, processing service order and providing direction or information in person or over the telephone.
- Collect and process monies due to the City for a variety of services provided.
- Process and issue a variety of registrations, permits and licenses, which may include mailing renewal notifications.
- Sort and distribute all daily mail in a timely manner to all city departments.
- Assist with the processing of invoices for the claims process as directed.
- Assist with the bi-weekly payroll entry process as assigned.
- Coordinate meetings and travel arrangements that may be related to conferences, seminars, and business travel for City staff when requested.
- Provides clerical support tasks such as preparing budget spreadsheets, word processing, transcribing, drafting routine correspondences, agenda, notices, reports, extensive photocopying, etc.
- Performs special projects, as assigned.
- Assists City Clerk with record retention of documents and the maintenance of files and records.
- Maintains files for the City Manager and the Assistant City Manager.
- Responsible for coordinating volunteer opportunities for various groups.
- Assist with grant research and data collections associated with grant materials.
- Other related duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to organize and prioritize multiple tasks.
- Ability to deal with the general public, elected and appointed officials and with city colleagues in a positive and supportive manner at all times.
- Ability to communicate effectively both orally and in writing.
- Ability to lift up to 20 pounds and to perform repetitive motions as required to perform the

essential functions of this position.

Minimum Qualifications:

- Education equivalent to high school diploma with a minimum of three years secretarial experience.
- Strong knowledge of and skill in the use of modern office practices, including the use of personal computer (PC), experience with Microsoft Word, Excel, spreadsheet, database management, and/or desktop publishing programs.
- Ability to prioritize multiple projects and meet deadlines.
- Ability to communicate with citizens and City staff effectively both orally and in writing in a positive, courteous and professional manner.
- Must demonstrate good team player skills and work well with others.
- A valid Nebraska Driver's license.

Preferred Qualifications:

- Two years of post-secondary education with a minimum of three (3) years of secretarial experience.
- Previous municipal government experience.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Approved: _____
City Manager

Date: _____

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 February 18, 2014 and effective October 7, 2013.

**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	8.40	8.82	9.26	9.73	10.21	10.72	11.26
3	8.82	9.26	9.73	10.21	10.72	11.26	11.82
4	9.26	9.73	10.21	10.72	11.26	11.82	12.41
5	9.73	10.21	10.72	11.26	11.82	12.41	13.03
6	10.21	10.72	11.26	11.82	12.41	13.03	13.68
7	10.72	11.26	11.82	12.41	13.03	13.68	14.37
8	11.26	11.82	12.41	13.03	13.68	14.37	15.09
9	11.82	12.41	13.03	13.68	14.37	15.09	15.84
10	12.41	13.03	13.68	14.37	15.09	15.84	16.63
11	13.03	13.68	14.37	15.09	15.84	16.63	17.47
12	13.68	14.37	15.09	15.84	16.63	17.47	18.34
13	14.37	15.09	15.84	16.63	17.47	18.34	19.25
14	15.09	15.84	16.63	17.47	18.34	19.25	20.22
15	15.84	16.63	17.47	18.34	19.25	20.22	21.23
16	16.63	17.47	18.34	19.25	20.22	21.23	22.29
17	17.47	18.34	19.25	20.22	21.23	22.29	23.40
18	18.34	19.25	20.22	21.23	22.29	23.40	24.57
19	19.25	20.22	21.23	22.29	23.40	24.57	25.80
20	20.22	21.23	22.29	23.40	24.57	25.80	27.09

BI-WEEKLY RATES

17	1395.88	1465.67	1538.96	1615.90	1696.70	1781.53	1870.61
18	1465.67	1538.96	1615.90	1696.70	1781.53	1870.61	1964.14
19	1538.96	1615.90	1696.70	1781.53	1870.61	1964.14	2062.35
20	1615.90	1696.70	1781.53	1870.61	1964.14	2062.35	2165.47
21	1696.70	1781.53	1870.61	1964.14	2062.35	2165.47	2273.74
22	1781.53	1870.61	1964.14	2062.35	2165.47	2273.74	2387.43
23	1870.61	1964.14	2062.35	2165.47	2273.74	2387.43	2506.80
24	1964.14	2062.35	2165.47	2273.74	2387.43	2506.80	2632.14
25	2062.35	2165.47	2273.74	2387.43	2506.80	2632.14	2763.74
26	2165.47	2273.74	2387.43	2506.80	2632.14	2763.74	2901.93
27	2273.74	2387.43	2506.80	2632.14	2763.74	2901.93	3047.03
28	2387.43	2506.80	2632.14	2763.74	2901.93	3047.03	3199.38
29	2506.80	2632.14	2763.74	2901.93	3047.03	3199.38	3359.35
30	2632.14	2763.74	2901.93	3047.03	3199.38	3359.35	3527.32
31	2763.74	2901.93	3047.03	3199.38	3359.35	3527.32	3703.68

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>
3	Code Enforcement Assistant	14	Wastewater Plant Operator I
5	Assistant Pool Manager	14	Water System Operator I
7	Library Technician	14	Heavy Equipment Operator
7	Pool Manager	14	Solid Waste Equip. Operator
9	Building & Grounds Custodian	15	Crew leader
9	Clerical Technician	16	Maintenance Mechanic
10	Clerk Typist	16	Finance/HR Assistant
10	Customer Services Clerk	16	Fire Prevention Officer
10	Library Assistant	17	Wastewater Plant Operator II
11	Record Technician	17	Water System Operator II
11	Humane Officer	17	Construction-Locator Spec.
12	Admin. Services Support	18	Cemetery Supervisor
12	Accounts Payable Clerk	19	Stormwater Program Specialist
12	Accounts Receivable Clerk	20	Code Administrator I
12	Admin. Records Technician		
13	Administrative Assistant		
13	Maintenance Worker		
13	Motor Equipment Operator		

EXEMPT POSITIONS

Professional, Administrative and Executive

17	Recreation Supervisor	24	Development Serv. Director
18	Utilities Adm. Coordinator	24	City Clerk/Risk Manager
18	Librarian	24	Library Director
20	GIS Analyst	24	Public Safety/Em Mgmt Dir
22	Transportation Supervisor	25	IS Coordinator
22	Park Supervisor	26	Police Captain
22	Water System Supervisor	26	Director of Parks/Recreation
22	Wastewater Plant Supervisor	26	Assistant City Manager
22	Environmental Services Supervisor	27	Director of Human Resources
22	Code Administrator II	28	Director of Public Works
22	Planner	29	Fire Chief
23	Network Administrator	30	Police Chief
23	Planning Administrator	31	Director of Finance

3. That the following pay schedule for officers and employees in Unclassified Positions of the city is approved February 18, 2014 and effective October 7, 2013.

<u>Position</u>	<u>Salary Minimum</u>	<u>Salary Maximum</u>
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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	\$7.40	\$7.55	\$7.70	\$7.85	\$8.00	\$8.15	\$8.30
Library Page	\$7.40	\$7.55	\$7.70	\$7.85	\$8.00	\$8.15	\$8.30
Laborer	\$8.00	\$8.15	\$8.30	\$8.45	\$8.60	\$8.75	\$8.90
Field Mntc. Groundskeeper	\$8.40	\$8.55	\$8.70	\$8.85	\$9.00	\$9.15	\$9.30

Recreation Aide	\$7.40	\$7.55	\$7.70	\$7.85	\$8.00	\$8.15	\$8.30
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Lifeguard	\$8.35	\$8.50	\$8.65	\$8.80	\$8.95	\$9.10	\$9.25
Head Lifeguard	\$8.65	\$8.80	\$8.95	\$9.10	\$9.25	\$9.40	\$9.55

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 February 18, 2014 and effective October 7, 2013.

<u>Class Title</u>	<u>Hourly Pay Schedule (56 hour week)</u>							
	1	2	3	4	5	6	7	8
Firefighter	12.28	12.88	13.50	14.16	14.85	15.57	16.32	17.11
Fire Captain	15.92	16.69	17.49	18.33	19.21	20.13	21.10	22.11

5. That the Pay Schedule for the position of Patrol Officer and Police Sergeant shall be the Schedule approved in a resolution approved by the Mayor and City Council on November 18, 2013 to be effective October 7, 2013.

<u>Class Title</u>	<u>Hourly Pay Schedule</u>							
	1	2	3	4	5	6	7	8
Patrol Officer	17.35	18.20	19.09	20.03	21.01	22.03	23.11	24.26
Police Sergeant	20.96	21.92	22.93	23.99	25.09	26.24	27.44	28.71

6. Resolution No. 13-11-01 and all other resolutions in conflict with this resolution are repealed.

Passed and approved this 18th day of February, 2014.

Mayor

ATTEST:

City Clerk