



AGENDA MEMORANDUM

City Council Regular Meeting Date: October 3, 2023

Administrative Services

DATE: September 27, 2023

TO: City Council

FROM: Crystal Mansell, Administrative Services Director

SUBJECT: Annual Update of Compensation and Classification Pay Plan

BACKGROUND

In accordance with City Personnel Rules and Regulations, Section 4.04 Compensation/Pay Plan, whereby City Council annually adopts the classification plan and any subsequent amendments, staff presents the Fiscal Year 2024 Compensation and Classification Pay Plan.

Today, September 27, 2023, City Council adopted the FY24 Budget. Included in the FY24 Budget, were new positions as identified in the attached document labeled, "Attachment A." These approved positions require an amendment to the Compensation and Classification Plan.

Based on the approved FY24 budget, the following positions are added to the Compensation and Classification Plan:

Building Department

- Adds Construction Site Compliance Inspector, Grade 117, (Non-Exempt, Union)
- Adds Floodplain Manager, Grade 124, (Exempt, Non-Union)

Finance Department

- Deletes Benefits and Payroll Specialist, Grade 118.
- Adds Grants Manager, Grade 124, (Non-Exempt, Non-Union)
- Adds Procurement Manager, Grade 124, (Exempt, Non-Union)

Natural Resources Department

- Adds Environmental Permit Coordinator, Grade 115 (Non-Exempt, Union)

Police Department

- Adds Police Captain, Grade 129, (Exempt, Non-Union)

MEMORANDUM

In addition to the above positions approved in the FY24 Budget, the City Manager and Department Directors continue to identify areas where processes can be streamlined through reorganization and reclassification of various positions. As a result of this process, the following amendments are included in the FY24 Compensation and Classification Plan:

Recreation Department

- Deletes Recreation Program Specialist, Grade 117, (Exempt, Non-Union)
- Deletes Seniors Program Manager, Grade 117, (Exempt, Non-Union)
- Deletes Seniors Program Assistant, Grade 113, (Exempt, Non-Union)
- Adds Recreation Program Manager, Grade 117 (Exempt, Non-Union)
- Adds Facilities and Operations Manager, Grade 117 (Exempt, Non-Union)
- Adds Marketing and Events Coordinator, Grade 114 (Non-Exempt, AFSCME)

Public Works Department

- Deletes Administrative Support Specialist, Grade 117 (Non-Exempt, AFSCME)
- Adds Environmental Support Specialist, Grade 117 (Non-Exempt, AFSCME)
- Adds Fleet Service Technician, Grade 115 (Non-Exempt, AFSCME)

RECOMMENDED ACTION

Approve Resolution 23-063, authorizing the Fiscal Year 2024 Compensation and Classification Plan to incorporate the above stated amendments.