

Council Meeting of Apr 8 , 2015

Agenda Item No. 9a

REQUEST FOR COUNCIL ACTION

SUBJECT: Employee Compensation.

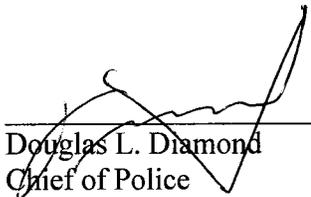
SUMMARY: The Compensation Committee has prepared information for discussion and possible action regarding the implementation of a career ladder program, job reclassifications, and a tuition reimbursement program.

FISCAL IMPACT: The fiscal impact will depend on what the Council decides to move forward with.

STAFF RECOMMENDATION:
This item is for discussion and to report back.

MOTION RECOMMENDED:
No motion required.

Prepared by:



Douglas L. Diamond
Chief of Police

Recommended by:



Bryce Haderlie
Interim City Manager

BACKGROUND DISCUSSION:

In June 2014, City Council set aside \$550,000 to help deal with various salary concerns including supervisor/subordinate compression, salary compression due to wage freezes between 2008-2011, lifting caps on the career ladder advancement, and to enhance the pay structure to better recruit and retain experienced employees, primarily in public safety.

On October 8, 2014, Council implemented a 14-step Step and Grade Wage Structure for all City employees. At the Strategic Planning Meeting on January 15, 2015, Council approved moving forward with the career ladders using the \$183,000 remaining from the \$550,000. The City Compensation Committee started moving forward to finalize and approve acceptable career ladders in each department. Also mentioned in the Strategic Planning Meeting was educational reimbursement with minor discussions regarding job reclassification and consolidating previous career ladders that no longer meet the career ladder criteria.

The Compensation Committee has approved fifteen (15) career ladders with three (3) career ladders still pending approval. The annual cost for FY2015-16 is \$182,079.

There are six (6) job reclassification requests for an annual cost for FY2015-16 of \$120,130. These job reclassifications have been identified as needs in Public Works, Human Resources, and the Fire Department to meet operational demands.

The Compensation Committee found that five (5) job series, previously classified as career ladders no longer meet the new career ladder criteria. We propose that these job series be consolidated to one job classification per series (i.e. Police Records Technician I, II, III consolidated to Police Records Technician). The cost for consolidating these job classifications is approximately \$43,000.

During the Strategic Planning Meeting, Council tentatively earmarked \$25,000 for educational reimbursement.

Staff is ready to implement each of these plans. We would like to move forward with the career ladder program, job reclassifications, and the job series consolidation plans. As soon as Council makes budgetary decisions we can move forward with any or all of these plans.

The Compensation Committee will continue to evaluate employee compensation within the City to achieve Council goals.

See the following attachments:

Appendix A	Compensation Committee Cost Summary
Appendix B	Career Ladders Summary
Appendix C	Career Ladders
Appendix D	Job Reclassification Cost and Priority Summary

Appendix A

Compensation Committee Summary

	FY 14-15	Annual additional cost w/Benefits
Non-Career Ladder Changes	\$10,000	\$43,000
Reclassifications	\$0	\$120,130
Career Ladder		
PW		\$49,348
Police		\$51,797
Parks		\$3,354
Fire		\$77,580
Planning		\$0
Career Ladder Total		\$182,079
Education Reimbursement		\$25,000

Appendix B

Career Ladders Summary

Approved

Streets Maintenance Worker I, II, III
Stormwater Operator I, II, III
Water Construction Technician I, II and III
Water Operator I, II, III, IV
Wastewater Construction Technician I, II, III
Wastewater Operator I, II, III and IV

Crime Scene Technician I, II
Police Officer I, II, III
Sergeant I, III

Firefighter I and II
Fire Engineer I and II
Paramedic I and II
Captain I and II

Parks Maintenance Worker I, II, III

Combination Inspector I, II, and III

Pending

Facilities Maintenance Technicians I, II, III, I
Civil Engineer I, II, III, IV
Engineering Inspector I, II, III

Appendix C

City of West Jordan

Approved Career Ladders

Streets Maintenance Worker I, II, III

Note: Specific requirements for advancement from one level to the next are described below (note the hours are the same for the Operations group, although the specific classes and specific job knowledge varies.):

Requirements	Streets Maintenance Worker I	Streets Maintenance Worker II	Streets Maintenance Worker III
Education/CEU	Equivalent to a High School diploma + 316 contact hours/31.6 CEUs.	Equivalent to a High School diploma + Maintenance I requirements + 356 additional contact hours/35.6 CEUs.	Equivalent to a High School diploma + Maintenance II requirements + 432 additional hours/43.2 CEUs.
# Years of Experience	1 year of experience performing a variety of maintenance or construction	2 year of experience as a Street Maintenance Worker I or equivalent.	2 year of experience as a Street Maintenance Worker II or equivalent.
Certification/License	<ul style="list-style-type: none"> • Commercial Driver License • ATSSA Traffic Control • Flagger Certification • Trench Shoring/Confined Space • Snow Removal Training • Fork Lift Operator Certification • LTAP Basics of a Good Road Certification 	<ul style="list-style-type: none"> • OSHA 10-hour Certification • First Aid/CPR • ATSSA Traffic Control Technician Certification • LTAP Roadway Materials or LTAP Roadway Drainage Certification 	<ul style="list-style-type: none"> • LTAP Heavy Equipment Safety Training • LTAP Heavy Equipment “Hands on” Certification • LTAP Asphalt Paving Maintenance I Certification • LTAP Asphalt Paving Maintenance II Certification
Additional Training/Skills	Proper use and maintenance of tools, and equipment. Jobsite safety. Operational characteristics of light and moderately heavy motorized equipment.	Knowledge of materials, methods, practices, and equipment used in street maintenance and repair. Emphasis on a variety of methods related to asphalt maintenance, rehabilitation and construction. Knowledge of occupational safety hazards and standard safety precautions necessary in street maintenance and ability and willingness to take corrective action as needed.	Ability to execute a variety of Street Maintenance tasks with minimal supervision. Emphasis on a variety of methods related to asphalt maintenance, rehabilitation and construction. Knowledgeable of basic equipment maintenance and operation, ability to estimate material needed for tasks, ability to safely operate a variety of trucks in the Streets fleet, including those with pulling a trailer.

Stormwater Operator I, II, III

Note: In the job description, the Stormwater Operator level I, II and III is noted as being flexibly staffed. Specific requirements for advancement from one level to the next are described below:

Requirements	Stormwater Operator Level I	Stormwater Operator Level II	Stormwater Operator Level III
Education/CEU	Equivalent to a High School diploma plus 55 contact hours/5.5 CEUs.	Equivalent to a High School diploma plus 97 additional contact hours/9.7 CEUs.	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs.
# Years of Experience	Entry Level: No experience required (Prefer one year construction experience).	2 years of on the job experience/training/operating experience	4 years of on the job experience/training/operating experience
Certification/License	<ul style="list-style-type: none"> • *Possession of a Grade I Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • Ability to obtain a Commercial Driver License – (4 hrs) • Traffic Control Flagger Certification- (4 hrs) • Trench Shoring and Confined Space Certification – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade II Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade III Wastewater Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs)
Additional Training/Skills	Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy equipment. Ability to safely and effectively transport and use tools and equipment. – (6 months OJT)	Operational characteristics of specific specialized stormwater collection system maintenance equipment including combination jet truck operation. Materials, methods, practices and equipment used in stormwater system operation and maintenance. Knowledge of materials, methods, practices and equipment used in stormwater system operation and maintenance. Occupational safety hazards and standard safety precautions necessary in general utility and stormwater construction. Pertinent and applicable federal, state and	Comprehensive knowledge of and operational characteristics of specific specialized stormwater collection system maintenance equipment including combination jet truck operation. Some supervisory experience, capable of giving direction to lower level staff. Pipeline inspection equipment operations including CC TV operation and inspection practices. Broad knowledge of materials, methods, practices and equipment used in

		local laws, rules, regulations and codes. – (2yrs OJT)	stormwater system operation and maintenance. Knowledge of occupational safety hazards and standard safety precautions necessary in general utility and stormwater operation and maintenance. Pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (4 yrs OJT)
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*Equivalent to instruction Course Requirements from Sacramento State Office of Water Programs:

Completions of certification courses have the following course completion time expectations:

- Courses worth 0.6 to 3.0 continuing education units (CEUs) are expected to be completed within three (3) months of the date of enrollment;
- Courses worth 3.1 to 9.0 CEUs are expected to be completed within six (6) months of enrollment;

Water Construction Technician I, II and III

Note: In the job description, the Water construction tech. level I, II and III is noted as being flexibly staffed. Specific requirements for advancement from one level to the next are described below:

Requirements	Water Construction Tech. Level I	Water Construction Tech. Level II	Water Construction Tech. Level III
Education/CEU	Equivalent to a High School diploma plus 55 contact hours/5.5 CEUs.	Equivalent to a High School diploma plus 97 additional contact hours/9.7 CEUs.	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs.
# Years of Experience	Entry Level: No experience required (Prefer one year construction experience)	2 years of on the job experience/training/operating experience	4 years of on the job experience/training/operating experience
Certification/License	<ul style="list-style-type: none"> • *Possession of a Grade I Water Collection System Certification, Unrestricted – (3 months of instruction) • Ability to obtain a Commercial Driver License – (4 hrs) • Traffic Control Flagger Certification- (4 hrs) • Trench Shoring and Confined Space Certification – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade II Water Collection System Certification, Unrestricted – (3 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade III Water Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs)

Additional Training/Skills	Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy equipment. Ability to safely and effectively transport and use tools and equipment. – (6 months OJT)	Operational characteristics of specific specialized water collection system maintenance equipment including combination jet truck operation. Materials, methods, practices and equipment used in water system operation and maintenance. Knowledge of materials, methods, practices and equipment used in water system operation and maintenance. Occupational safety hazards and standard safety precautions necessary in general utility and water construction. Pertinent and applicable federal, state and local laws, rules, regulations and codes. – (2yrs OJT)	Comprehensive knowledge of and operational characteristics of specific specialized water collection system maintenance equipment including combination jet truck operation. Some supervisory experience, capable of giving direction to lower level staff. Pipeline repair and construction equipment operations and inspection practices. Broad knowledge of materials, methods, practices and equipment used in water system operation, maintenance and repair. Good knowledge of occupational safety hazards and standard safety precautions necessary in general utility and water operation and maintenance. Pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (4 yrs OJT)
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*Equivalent to instruction Course Requirements from Sacramento State Office of Water Programs:

Completions of certification courses have the following course completion time expectations:

- Courses worth 0.6 to 3.0 continuing education units (CEUs) are expected to be completed within three (3) months of the date of enrollment;
- Courses worth 3.1 to 9.0 CEUs are expected to be completed within six (6) months of enrollment;

Water Operator I, II, III, IV

Note: In the job description, the Water Operator level I, II, III and IV is noted as being flexibly staffed. Specific requirements for advancement from one level to the next are described below:

Requirements	Water Operator I	Water Operator II	Water Operator III	Water Operator IV
Education	Equivalent to a High School diploma plus 55 contact hours/5.5 CEUs.	Equivalent to a High School diploma plus 97 additional contact hours/9.7 CEUs.	Equivalent to a High School diploma plus 107 additional contact hours /10.7 CEUs.	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs.
# Years of Experience	Entry Level: No experience required (Prefer one year construction experience).	2 years of on the job experience/ training/operating experience	4 years of on the job experience/ training/operating experience	6 years of on the job experience/ training/operating experience
License or Certificate	<ul style="list-style-type: none"> • *Possession of a Grade I Water Collection System Certification, Unrestricted – (3 months of instruction) • Ability to obtain a Commercial Driver License – (4 hrs) • Traffic Control Flagger Certification- (4 hrs) • Trench Shoring and Confined Space Certification – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade II Water Collection System Certification, Unrestricted – (3 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe, Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade III Water Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe, Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade IV Water Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe, Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Supervisor – (16 hrs)
Specific Knowledge	Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy equipment. Ability to safely and effectively transport and use	Operational characteristics of specific specialized water collection system maintenance equipment including crane truck operation. Materials, methods, practices and equipment used in water	Reliable knowledge of operational characteristics of specific specialized water collection system maintenance of infrastructure and equipment including wells, valves, hydrants etc.. Some	Comprehensive knowledge of and operational characteristics of specific specialized water collection system maintenance equipment including combination jet truck operation. Extensive

	<p>tools and equipment. – (6 months OJT)</p>	<p>system operation and maintenance. Occupational safety hazards and standard safety precautions necessary in general utility and water construction. Pertinent and applicable federal, state and local laws, rules, regulations and codes. – (2yrs OJT)</p>	<p>supervisory experience, capable of giving direction to lower level staff. Pipeline maintenance and inspection equipment operations including wells, valves and hydrant operation and inspection practices. Broad knowledge of materials, methods, practices and equipment used in water system operation and maintenance. Knowledge of occupational safety hazards and standard safety precautions necessary in general utility and water operation and maintenance. Pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (4 yrs OJT)</p>	<p>supervisory experience, capable of giving direction to lower level staff. Pipeline maintenance and inspection equipment operations and inspection practices. Deep knowledge of materials, methods, practices and equipment used in water system operation and maintenance. Extensive knowledge of and experience applying taking responsibility for applying occupational safety hazards and safety precautions necessary in general utility and water operation and maintenance. Extensive understanding of pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (6 yrs OJT)</p>
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Wastewater Construction Technician I, II, III

Note: In the job description, the Wastewater construction tech. level I, II and III is noted as being flexibly staffed. Specific requirements for advancement from one level to the next are described below:

Requirements	Wastewater Construction Tech. I	Wastewater Construction Tech. II	Wastewater Construction Tech. III
Education	Equivalent to a High School diploma plus 55 contact hours/5.5 CEUs.	Equivalent to a High School diploma plus 97 additional contact hours/9.7 CEUs	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs
# Years of Experience	Entry Level: No experience required (Prefer one year construction experience).	2 years of on the job experience/training/operating experience	4 years of on the job experience/training/operating experience
License or Certificate	<ul style="list-style-type: none"> • *Possession of a Grade I Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • Ability to obtain a Commercial Driver License – (4 hrs) • Traffic Control Flagger Certification- (4 hrs) • Trench Shoring and Confined Space Certification – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade II Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade III Wastewater Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – (4 hrs) • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs)
Specific Knowledge	Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy equipment. Ability to safely and effectively transport and use tools and equipment. – (6 months OJT)	Operational characteristics of specific specialized wastewater collection system maintenance equipment including combination jet truck operation. Materials, methods, practices and equipment used in wastewater system operation and maintenance. Knowledge of materials, methods, practices and equipment used in wastewater system operation and maintenance. Occupational safety hazards and standard safety precautions necessary in general utility and wastewater	Comprehensive knowledge of and operational characteristics of specific specialized wastewater collection system maintenance equipment including combination jet truck operation. Some supervisory experience, capable of giving direction to lower level staff. Pipeline repair and construction equipment operations and inspection practices. Broad knowledge of materials, methods, practices and equipment used in wastewater system operation, maintenance and repair. Good

		construction. Pertinent and applicable federal, state and local laws, rules, regulations and codes. – (2yrs OJT)	knowledge of occupational safety hazards and standard safety precautions necessary in general utility and wastewater operation and maintenance. Pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (4 yrs OJT)
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Wastewater Operator I, II, III and IV

Note: In the job description, the Wastewater Operator level I, II, III and IV is noted as being flexibly staffed. Specific requirements for advancement from one level to the next are described below:

Requirements	Wastewater Operator Level I	Wastewater Operator Level II	Wastewater Operator Level III	Wastewater Operator Level IV
Education/CEU	Equivalent to a High School diploma plus 55 contact hours/5.5 CEUs.	Equivalent to a High School diploma plus 97 additional contact hours/9.7 CEUs.	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs	Equivalent to a High School diploma plus 107 additional contact hours/10.7 CEUs.
# Years of Experience	Entry Level: No experience required (Prefer one year construction experience).	2 years of on the job experience/ training/operating experience	4 years of on the job experience/ training/operating experience	6 years of on the job experience/ raining/operating experience
Certification/ License	<ul style="list-style-type: none"> • *Possession of a Grade I Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • Ability to obtain a Commercial Driver License – (4 hrs) 	<ul style="list-style-type: none"> • *Possession of a Grade II Wastewater Collection System Certification, Unrestricted – (3 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – 	<ul style="list-style-type: none"> • *Possession of a Grade III Wastewater Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR – 	<ul style="list-style-type: none"> • *Possession of a Grade IV Wastewater Collection System Certification Unrestricted – (6 months of instruction) • OSHA 10 hour Certification – (10 hrs) • First Aid/CPR –

	<ul style="list-style-type: none"> • Traffic Control Flagger Certification- (4 hrs) • Trench Shoring and Confined Space Certification – (4 hrs) 	<p>(4 hrs)</p> <ul style="list-style-type: none"> • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<p>(4 hrs)</p> <ul style="list-style-type: none"> • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Technician – (4 hrs) 	<p>(4 hrs)</p> <ul style="list-style-type: none"> • Fork Lift – (8 hrs) • Loader Backhoe, Trackhoe Excavator Certification – (8 hrs instruction 16 hrs OJT) • ATSSA Traffic Control Supervisor – (16 hrs)
Additional Training/Skills	<p>Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy equipment. Ability to safely and effectively transport and use tools and equipment. – (6 months OJT)</p>	<p>Operational characteristics of specific specialized wastewater collection system maintenance equipment including combination jet truck operation. Materials, methods, practices and equipment used in wastewater system operation and maintenance. Knowledge of materials, methods, practices and equipment used in wastewater system operation and maintenance. Occupational safety hazards and standard safety precautions necessary in general utility and wastewater construction. Pertinent and applicable federal, state and local laws, rules,</p>	<p>Comprehensive knowledge of and operational characteristics of specific specialized wastewater collection system maintenance equipment including combination jet truck operation. Some supervisory experience, capable of giving direction to lower level staff. Pipeline maintenance and inspection equipment operations including CC TV operation and inspection practices. Broad knowledge of materials, methods, practices and equipment used in wastewater system operation and maintenance. Knowledge of occupational safety hazards and</p>	<p>Comprehensive knowledge of and operational characteristics of specific specialized wastewater collection system maintenance equipment including combination jet truck operation. Extensive supervisory experience, capable of giving direction to lower level staff. Pipeline maintenance and inspection equipment operations including CC TV operation and inspection practices. Broad knowledge of materials, methods, practices and equipment used in wastewater system operation and maintenance. Extensive knowledge of and</p>

		regulations and codes. – (2yrs OJT)	standard safety precautions necessary in general utility and wastewater operation and maintenance. Pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (4 yrs OJT)	experience applying occupational safety hazards and safety precautions necessary in general utility and wastewater operation and maintenance. Deep understanding of pertinent and applicable federal, state and local laws, rules, regulations and codes. Some customer service. – (6 yrs OJT)
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Crime Scene Technician I, II

Requirements	Crime Scene Technician I	Crime Scene Technician II
Education/CEU	AA, AS or equivalent to 60 semester hours of college with an emphasis in criminal justice, forensics or a related field.	Bachelor's Degree or 120 or more semester hours from an accredited institution of higher learning.
# Years of Experience	Previous experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes is desirable.	<ol style="list-style-type: none"> 5 years Crime Scene Technician I or equivalent experience. 2 years Crime Scene Technician I with the West Jordan Police Department.
Certification/ License	Possession of, or ability to obtain, an appropriate, valid driver's license. Ability to obtain fingerprint comparison certificate within one year. Ability to obtain Utah Crime Scene Academy certificate within one year.	<ul style="list-style-type: none"> Must have the following current certifications: <ul style="list-style-type: none"> Utah Department of Forensic Services - Marijuana Identification Utah Department of Forensic Services - Field Identification Drug Officer

		<ul style="list-style-type: none"> • Certification in at least three of the following: <ul style="list-style-type: none"> ○ Utah State Crime Scene Academy ○ International Association for Identification - Certified Crime Scene Investigator ○ International Association for Identification - Certified Crime Scene Analyst ○ International Association for Identification - Certified Senior Crime Scene Analyst ○ International Association for Identification - Certified Crime Scene Reconstruction Analyst ○ International Association for Identification - Latent Print Analyst ○ International Association for Identification - Bloodstain Pattern Analyst ○ International Association for Identification - Footwear Impression Analyst ○ International Association for Identification - Forensic Photography ○ Serology Analyst ○ DNA Processing ○ Death Investigation ○ Computer Forensic Analyst
Additional Training/Skills	Learn to operate technical crime scene and laboratory equipment. Operate modern office equipment including computer equipment and software.	Successful completion of at least five of the department approved training courses.

Police Officer I, II, III

Requirements	Police Officer I	Police Officer II	Police Officer III
Education/CEU	High school	25 or more semester hours from an accredited institution of higher learning	AA, AS, or 60 or more semester hours from and accredited institution of higher learning.
# Years of Experience	None	<ul style="list-style-type: none"> • 5 years LEO Certified experience. 	<ul style="list-style-type: none"> • 10 years LEO Certified experience. • 5 years LEO Certified experience with the West Jordan Police Department.

		<ul style="list-style-type: none"> • 2 years LEO Certified experience with the West Jordan Police Department 	<ul style="list-style-type: none"> • Senior police officer with West Jordan Police Department for at least 1 year.
Certification/ License	POST LEO	<ul style="list-style-type: none"> • Certification requirements in one of the following: <ul style="list-style-type: none"> ○ Advanced Officer Certification (P.O.S.T.); or ○ Proof of Advanced Officer curriculum completion <u>and</u> department physical fitness test; or • Two of the following: <ul style="list-style-type: none"> ○ Intermediate or Advance Accident Investigation ○ Field Training Officer (FTO) ○ Motor Officer ○ Basic Tactical Operators Course (SWAT) ○ K9 (Patrol or Detection) 	First Line Supervisor Certification (P.O.S.T.).
Additional Training/Skills	None	Successful completion of at least three department approved training courses.	Has been, or is currently, a specialist in two of the department approved assignments for a minimum of a year each.

Sergeant I, III

Requirements	Sergeant I	Sergeant III
Education/CEU	45 Sem Units or higher	AA, AS, or 60 or more semester hours from an accredited institution
# Years of Experience	<ul style="list-style-type: none"> • Five years as a full-time law enforcement officer. • Three years as a West Jordan Police Officer. • Senior police officer. 	<ul style="list-style-type: none"> • 10 years LEO Certified experience with the West Jordan Police Department. • Basic police sergeant with West Jordan Police Department for 3 years.
Certification/ License	POST LEO, Advanced officer certification (P.O.S.T.)	P.O.S.T. Mid-Management Certificate.
Additional Training/Skills	None	Successful completion of at least 6 department approved mid-management training courses.

Firefighter I and II

Requirements	Firefighter I	Firefighter II
Education/CEU	High School Diploma	225 approved contact hours or 15 college credit hours
# Years of Experience	None	<ul style="list-style-type: none"> • 5 years employment on the West Jordan Fire Department • 5 years as a Firefighter
Certification/ License	Hazardous Materials Awareness and Operations. Firefighter I, II State Certifications. Emergency Medical Technician B Certification. Possession of, or ability to obtain an appropriate, valid driver's license.	<ul style="list-style-type: none"> • Four approved career certifications (can include Apparatus Driver Operator) • CDL and Apparatus Driver Operator/ Pumper Certification OR required prerequisites for Paramedic school
Additional Training/Skills	Operate a variety of firefighting and emergency response equipment safely and effectively. Operate modern office equipment including computer equipment and software programs. Operate a motor vehicle safely.	Qualified to function in one specialty

Fire Engineer I and II

Requirements	Engineer I	Engineer II
Education/CEU	High School diploma	AS or AAS Degree
# Years of Experience	3 years of increasingly responsible firefighting experience	<ul style="list-style-type: none"> • 5 years employment on the West Jordan Fire Department • 3 years as an Engineer
Certification/ License	Same as Firefighter I plus Apparatus Driver Operator Certification.	<ul style="list-style-type: none"> • Fire Officer I Certification • Apparatus Driver Operator/ Aerial Certification AND three approved career certifications (in addition to Officer I)
Additional Training/Skills	Operate a variety of firefighting and emergency response equipment safely and effectively.	<ul style="list-style-type: none"> • Qualified to function in one specialty • Completion of an Administration approved Pump/ Apparatus maintenance course

Paramedic I and II

Requirements	Paramedic I	Paramedic II
Education/CEU	High School Diploma. Introduction to Writing (ENGL1010) Introductory Algebra (MATH (990) Introduction to Human Anatomy and Physiology (ZOO 1090)	AS or AAS Degree
# Years of Experience	3 years of increasingly responsible firefighting experience	<ul style="list-style-type: none"> • 5 years employment on the West Jordan Fire Department • 3 years as a Paramedic
Certification/ License	Same as Firefighter I plus: Utah State Emergency Medical Technician Paramedic Cert. Pediatric Education for pre-hospital professionals (PEPP) Advanced Cardiac Life Support (ACLS)	<ul style="list-style-type: none"> • Fire Officer I Certification • Four approved career certifications (in addition to Officer I)
Additional Training/Skills	Principles and procedures of record keeping. Safe driving principles and practices. Operation characteristics of fire suppression and prevention apparatus, pumps, tools and equipment.	Qualified to function in one specialty

Captain I and II

Requirements	Captain I	Captain II
Education/CEU	High School Diploma Associates degree in fire science or related field	<ul style="list-style-type: none"> • Complete all Foundational Education Requirements (see Advanced Training and Education for list), OR • Bachelor's Degree
# Years of Experience	5 years of full time service as a Firefighter	<ul style="list-style-type: none"> • 10 years employment with the West Jordan Fire Department • 3 years as a captain in West Jordan
Certification/ License	Hazardous Materials Awareness and Operations. Firefighter I, II State Certifications. Emergency Medical Technician B or P Certification. Possession of, or ability to obtain an appropriate, valid driver's license. Fire Officer I Certification	Fire Instructor II Certification

Additional Training/Skills	Operate a variety of firefighting and emergency response equipment safely and effectively. Operate modern office equipment including computer equipment and software programs. Operate a motor vehicle safely.	Qualified to function in one specialty
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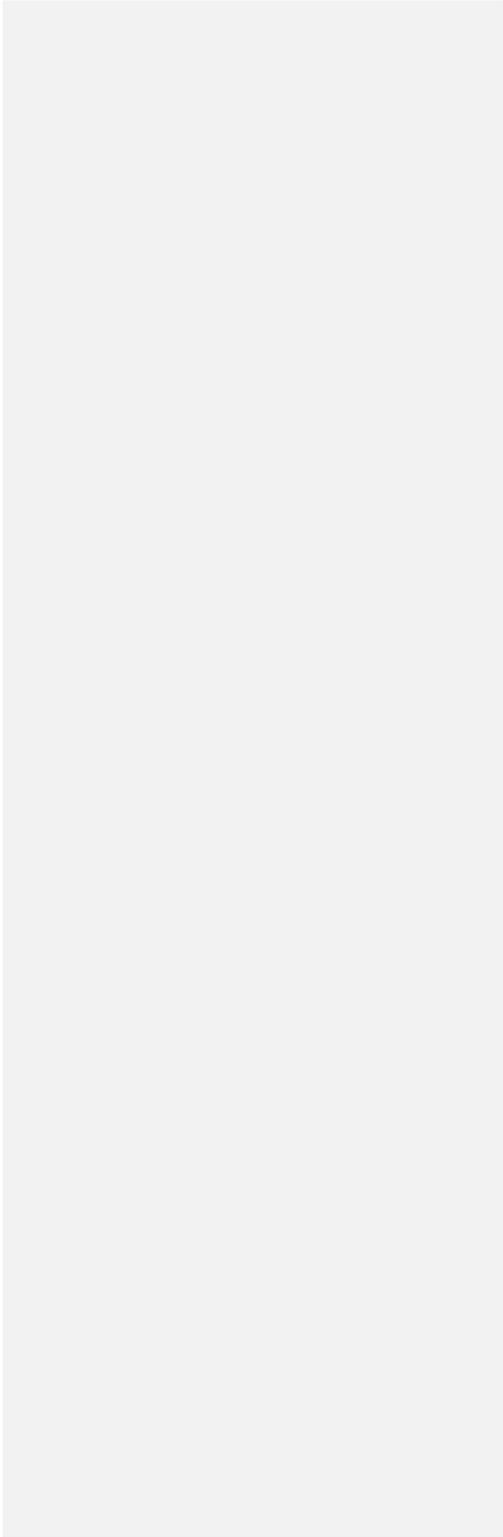
Parks Maintenance Worker I, II, III

Positions in this class series are flexibly staffed.

Requirements	Parks Maintenance Worker I	Parks Maintenance Worker II	Parks Maintenance Worker III
Education/CEU	High school diploma or equivalent. 51 CEU's	54 additional hours Of parks training as per Parks acceptable training list	<ul style="list-style-type: none"> • 104 additional hours of parks training as per parks acceptable training list • Purdue University Turfgrass pest management
# Years of Experience	1 year Maintenance of parks or related field. (Entry Level)	2 years of Parks Maintenance work. (Apprentice Level)	4 years of Parks Maintenance work. (Journey Level)
Certification/ License	<ul style="list-style-type: none"> • Obtain CPO, Utah flagger & Forklift • First aid /CPR • Snow removal simulator training within 1 year of hire date & six months for CDL 	<ul style="list-style-type: none"> • Possession of Utah pesticide applicator license • 10 hour OSHA safety training • Possession of Confined Space Certificate 	LTAP Communication for supervisor.
Additional Training/Skills	Learn to operate variety of mechanical equipment, use, operate and maintain chemical spraying equipment in performance spraying duties, learn to use hand tools, mechanical equipment, and power tools, learn to preform heavy manual labor for extended periods of time in all types of weather,	Meet the qualification for a parks maintenance worker I, along with skills to operate a variety of mechanical equipment in a safe and effective manner, ability to communicate in a clear and concise manner orally and written, keep documented records, perform irrigation repairs and programing, Operate modern office equipment	Meet all qualification for a parks Maintenance Worker I, II, understanding of tree planting, pruning methods. Advanced irrigation, and pump troubleshooting, operate heavy equipment, Operate modern office equipment including computer and software, working knowledge of

	operate a motor vehicle Safely.	including computer equipment and software	irrigation central control system, and know all park rules and regulations.
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Combination Inspector I, II, and III

Requirements	Combination Inspector I	Combination Inspector II	Combination Inspector III
Education/CEU	High school diploma or equivalent supplemented by specialized training and certification in building codes. Licensure must be maintained by completing a minimum of 15 hours of required state (DOPL) continuing education class(s)	Licensure must be maintained by completing an additional 15 Hours of required state (DOPL) continuing education class(s)	Licensure must be maintained by completing an additional of 15 hours of required state (DOPL) continuing education class(s)
# Years of Experience	1 years of responsible construction/building trades experience or equivalent education and training	2 years of experience as a level I inspector. May substitute one year of experience with responsible construction/building trades or equivalent education and training	3 years of experience as a level I or II inspector. May substitute one year with responsible construction/building trades or equivalent education and training
Certification/License	At least one ICC/NEC certification and licensed by the state as a "limited" inspector. Valid driver's license	At least two ICC/NEC certifications and licensed by the state as a "limited" inspector.	At least four ICC/NEC certifications and licensed by the state as a "combination" inspector.
Additional Training/Skills	Basic principles of structural design and engineering mathematics. Modern office equipment, principles and practices of record keeping. Safe driving practices	Intermediate level knowledge/experience in building related codes and ordinances enforced by the city, including the International codes and the National electrical code. Complex principles and techniques of building inspection work.	Journey level knowledge/experience in building related codes and ordinances enforced by the city, including the International codes and the National electrical code. Complex principles and techniques of building inspection work.

Pending approval

Facilities Maintenance Personnel

Requirements	Facilities Maintenance Technician I	Facilities Maintenance Technician II	Facilities Maintenance Technician III	Facilities Maintenance Technician IV
Education	High School diploma or equivalent	High School diploma or equivalent	Associates degree in project management, certificate in trade school or equivalent work experience related to project management, vendor management, facilities and/or maintenance	Associates degree in project management, certificate in trade school or equivalent work experience related to project management, vendor management, facilities and/or maintenance
Number of Years of Experience	2 years of experience in skilled building maintenance or construction work	2 years of experience as a Facilities Maintenance Technician I or equivalent experience in skilled building maintenance or construction work for a total of 4 years	2 years of experience as a Facilities Maintenance Technician II or equivalent experience in skilled building maintenance or construction work for a total of 6 years	2 years of experience as a Facilities Maintenance Technician III or equivalent experience in skilled building maintenance or construction work for a total of 8 years
License or Certificate	Possession of a valid driver license	Possession of a valid driver license	Have IFMA's Facility Management Professional (FMP) certification	Have FMP certification and IFMA's Certified Facility Manager (CFM) certification

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Specific Job Knowledge	Principles, theory, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment. Also knowledge of modern office practices methods, computer usage, safe driving principles & practices, occupational hazards and standard safety practices.	Principles of lead supervision, training and record keeping.	Principles of lead supervision, training and record keeping.	Same as III and Competency in Communication, Emergency Preparedness & Business Continuity, Environmental Stewardship & Sustainability, Finance & Business, Human Factors, Leadership & Strategy, Operations & Maintenance, Project Management, Quality and Technology. (The above traits are incorporated in the IFMA certifications.)
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Civil Engineer I, II, III, IV

Engineering Inspector I, II, III

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RECLASS POSITIONS

Rank	Dept.	Current Class	Current Range	Proposed Class	Proposed Range	Annual Wage Increase	Annual Benefit Increase Total	Total Annual Increase	Justification
1	P.W.	P/T Admin. Asst. I	37	F/T Admin. Asst. II	41	\$ 15,818	\$ 19,703	\$ 35,521	This position was formerly a full-time position. It is currently a part-time position as a result of the economic recession but due to a return in development activity and department needs, we are requesting it be returned to full-time status. In addition, this position is crucial for the department to provide coverage for phones and walk-ins during lunches and days off of other personnel. Our current Admin has been with the City now for nearly a year as an entry level part-time Administrative Assistant I. Their duties extend well beyond what is required for an admin assistant 1. They manage all the public improvement bonds, partial releases and final releases. This requires close coordination with developers, contractors and project inspectors. They also digitizes engineering drawings and does the electronic filing. This employee also takes meeting minutes, coordinates task follow-ups, and prepares meeting agendas. And is responsible for routing engineering plans throughout the public works department and keeps them on a time-sensitive schedule. This position requires skills that are efficient, accurate, and timely. Our current Admin fits that bill and is definitely ready to be advanced to the position of Admin Assistant II. Funding for this position will come from 'Engineering Review & Inspection Fees' and 'Encroachment Permit Fee' revenues.
2	H.R.	P/T HR Admin. Asst. I	37	F/T HR Admin. Asst. II	41	\$ 19,635	\$ 9,839	\$ 29,474	There are many reasons why it makes sense to reclassify our current P/T Admin. Assistant to a F/T position. Currently we are paying a F/T HR position to act as the Admin. Assistant for half of the day (answering phones and assisting people at the front counter) since we only have coverage with an Admin. Assistant for 4 hours each day - this is not an effective use of HR's resources. We have also been adding more responsibilities to our Admin. Assistant (such as New Employee Orientation for P/T City employees) and she is not functioning at an entry level (1 level), rather her skills and responsibilities are much more on par with a 2 level Admin. Assistant. We are looking at having our Admin. Assistant take on many duties regarding volunteers and interns throughout the City so that we are in compliance with state laws. In addition to her current duties and the additional volunteer duties, we are trying to utilize our Admin. Assistant to help out with various aspects of compensation, surveys and recruiting efforts. These are all areas that we do not currently have enough manpower to complete in a timely manner.
3	H.R.	HR Technician	53	HR Specialist	58	\$ 3,453	\$ 745	\$ 4,198	Three years ago, our current HR Technician was added to HR from the Finance Department. The closest position that we had at the time was HR Technician so she was put into that position and range. During the past three years, the responsibilities of the position have increased greatly, to the point that she is no longer functioning as a Technician but rather as a Payroll and Benefit Specialist. The Technician position is really an entry level position and our current encumbant is doing much more than entry level work. She has primary responsibility for all payroll functions as well as benefits. In addition, she helps in other areas of the department as needed. As the demands on HR have grown, our Technician has taken on quite a bit of extra responsibility. The level of work that is required from this position is on par with our encumbant who is an HR Specialist. There never has been nor are the plans in the works to add HR positions to the career ladder program at the City. The only way to fix this issue is through a reclassification to the higher range.

Rank	Dept.	Current Class	Current Range	Proposed Class	Proposed Range	Annual Wage Increase	Annual Benefit Increase Total	Total Annual Increase	Justification
4	P.W.	Street Maint. Crew Supv.	58	Street Maint. Superintendent	68	\$ 12,789	\$ 2,814	\$ 15,603	This would actually be a mix of multiple Programs: Streets Signs & Signals, Streets Snow Removal, Street Lighting, Streets Graffiti Removal and Solid Waste. See memo submitted to Wendell on September 13, 2013. I was unable to obtain exact amounts from Finance for this issue. Cost savings as this position is actually performing the work of multiple supervisors. Please note this is not just in response to the person currently in this position, but also if we were to ever have to advertise the position. Possible funding sources: General Fund, Streetlight fee, Solid Waste fee, C-Roads and/or Telecom Tax
5	Fire	Admin. Asst. II	41	Fire Records Operations Manager	53	\$ 2,122	\$ 433	\$ 2,555	Our current Administrative Assistant II has increased responsibilities far and above the Administrative Assistant II. The position has developed into the role of a Records Operations Manager. The duties performed are management and technical support to all personnel and to assist fire personnel with reporting and operation of the department's RMS. Manages all billing records, all purchasing records and reports, and updates all Department and processes invoices for payment. Tracks and updates budget allocations and expenditures on a weekly spreadsheet or as needed to the administrative staff. Gathers and submits data information for the yearly fiscal report required by the Bureau of Emergency Medical Services. Assists with gathering the needed documents and past records for the BEMS grant.
6	Fire	Firefighter (1 position)	53	Paramedic (1 position)	61	\$ 3,098	\$ 699	\$ 3,797	This request does not increase our total personnel allocation. This is just a change in rank of one (1) FF to the rank of PM. By increasing the number of Paramedics from 37 to 38, this allows us to staff our Training Division with a Paramedic to oversee the department's required medical training and attend valley medical meetings. By increasing the department's Paramedic allocation also allows leeway for continual Paramedic staffing of units caused by injuries, illness, and time off. This in turn decreases the likelihood of calling back paramedics for overtime.

\$ 56,915 \$ 34,233 \$ 91,148