

REQUEST FOR COUNCIL ACTION

SUBJECT: Amending the salary schedule for City employees for fiscal year 2013-2014.

SUMMARY: Staff has proposed to update the Salary Schedule to reflect some recent changes.

FISCAL

IMPACT: The changes will result in an ongoing cost of approximately \$81,000.

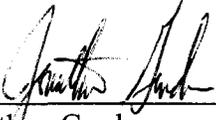
STAFF RECOMMENDATION:

Staff recommends approval of the proposed Resolution amending the Salary Schedule for City employees for fiscal year 2013-2014.

MOTION RECOMMENDED:

"I move to adopt Resolution 14- 20 , amending the Salary Schedule for fiscal year 2013-2014."

Prepared by:



Jonathan Gardner
Human Resource Manager

Recommended by:



Richard L. Davis
City Manager

Reviewed by:



Bryce Haderlie
Assistant City Manager

DISCUSSION:

The Mayor and Council have elected to change Ordinance 13-24 in order to allow the Mayor the discretion to earn a wage lower than \$89,500 per year. Mayor Rolfe has indicated that he will lower his pay to \$60,000 per year.

Resolution 14-08 was passed on 1/8/14 to commence an agreement for an outside company to provide bailiff and building security functions for the City. This eliminates the need for our Building Security Officer positions. We had left all but one Part-time position vacant in anticipation of this change so there will not be much impact to City staff. The one Part-time employee was aware that his position would be ending.

An Administrative Assistant II position in the Development Review division of Public Works was incorrectly listed as a Full-time position although it should have been listed as Part-time. We have a Part-time employee in the position and it has been budgeted as Part-time.

In December of 2012 there was a reorganization in the Fleet division of Public Works which resulted in the elimination of an Administrative Assistant II (Fleet Services Coordinator) position. This position was budgeted this year but the money would not have been spent as the position no longer exists.

During the Council retreat in January of this year, the Mayor and Council indicated the desire to reclassify two Fire Battalion Chiefs as Deputy Fire Chiefs. The increased cost of this change is offset by an EMPG grant that the Fire Department has been receiving annually. At the same time, the Deputy Police Chief position was reevaluated and it has been determined that it would be appropriate to reassign this position from Range 79 to Range 81.

The Real Estate Services Manager position has been reevaluated and it has been determined that it would be appropriate to reassign this position from Range 66 to Range 70.

An Economic Development Director is being added to the Salary Schedule. The Range for this position is 84, which has a beginning salary of \$86,340.80/yr.

A Part-time Background Investigator position is being added to the Salary Schedule at Range 53. This position will be used to conduct background investigations on the Police Officer candidates so that we can fill these positions faster. The cost of this position will be offset by the savings from having the unfilled Police Officer positions. Furthermore, this position will only be needed when we have backgrounds to complete.

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation
RESOLUTION NO. 14-20

A RESOLUTION OF THE CITY OF WEST JORDAN
AMENDING THE SALARY SCHEDULE FOR CITY EMPLOYEES

WHEREAS, the City of West Jordan Municipal Code 1-9-5A outlines the personnel procedures and employee compensation system; and

WHEREAS, the City Council establishes annually the approved full and part time positions in all City Departments, and designates their respective pay ranges; and

WHEREAS, there has been the need to amend the previously approved salary schedule;

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH:

Section 1. The City Council of the City of West Jordan hereby approves the amended salary schedule and compensation plan for all officers and employees in all classifications of employment provided in this resolution.

Section 2. That said updated classification and salary schedule are hereby incorporated and attached to this resolution;

Section 3. That said updated salary schedule and compensation plan shall be effective 02/12/14.

Department or Division	Approved Positions	January 8, 2014		February 14, 2014		Pay		
		F/T	PT	F/T	PT	Range	Min	Max
Elected Officials	Mayor *	0	1	0	1			\$60,000/yr.
	City Council	0	6	0	6			\$9,776/yr.
	TOTAL	0	7	0	7			
City Manager	City Manager	1	0	1	0	contract		\$67.53
	Assistant City Manager	1	0	1	0	90	\$48.15	\$62.53
	Econ./Dev. Assistance Mgr	1	0	1	0	75	\$33.24	\$43.17
	Assistant to the City Mgr.	2	0	2	0	61	\$23.53	\$30.56
	Development Coordinator	2	0	2	0	53	\$19.31	\$25.08
	Temporary Admin. Analyst	0	1	0	1		\$9.00	\$10.00
TOTAL	7	1	7	1				
City Clerk	City Clerk/Recorder	1	0	1	0	75	\$33.24	\$43.17
	Sr Executive Assistant	1	0	1	0	55	\$20.29	\$26.34
	Deputy City Clerk/Recorder	2	0	2	0	53	\$19.31	\$25.08
TOTAL	4	0	4	0				
Economic Development	Economic Development Director *	0	0	1	0	84	\$41.51	\$53.90
	TOTAL	0	0	1	0			

City Attorney								
City Attorney	1	0	1	0	88	\$45.83	\$59.51	
Deputy City Attorney	3	0	3	0	80	\$37.61	\$48.85	
Real Estate Services Manager *	1	0	1	0	70	\$29.38	\$38.16	
Ord. Enfor. Sprvsr./C.A. Invest.	1	0	1	0	68	\$27.97	\$36.31	
Risk Manager	1	0	1	0	66	\$26.62	\$34.56	
Assistant City Prosecutor	2	0	2	0	65	\$25.97	\$33.73	
Real Property Agent	0	1	0	1	57	\$21.32	\$27.68	
Legal Executive Assistant	1	0	1	0	55	\$20.29	\$26.34	
Legal Technician	1	0	1	0	53	\$19.31	\$25.08	
Victim Assistance Coordinator	1	0	1	0	51	\$18.38	\$23.87	
Legal Assistant	1	0	1	0	47	\$16.65	\$21.62	
Code Enforcement Officer	2	0	2	0	45	\$15.85	\$20.58	
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65	
DV Victim Coordinator (GRANT)	0	2	0	2	40	\$14.01	\$18.19	
Administrative Assistant I	0	2	0	2	37	\$13.01	\$16.89	
TOTAL	16	5	16	5				

City Court								
Judge	1	0	1	0				STATE - \$58.33 - eff.07/01/13
Court Clerk Supervisor	1	0	1	0	54	\$19.79	\$25.70	
Court Clerk III	4	0	4	0	47	\$16.65	\$21.62	
Court Clerk II	2	0	2	0	43	\$15.09	\$19.59	
Court Clerk I	3	0	3	0	39	\$13.67	\$17.75	
TOTAL	11	0	11	0				

Administrative Services Department

Finance								
Finance Manager/Controller	1	0	1	0	77	\$34.93	\$45.36	
City Treasurer	1	0	1	0	74	\$32.43	\$42.11	
Budget Officer	1	0	1	0	74	\$32.43	\$42.11	
Accountant	2	0	2	0	74	\$32.43	\$42.11	
Purchasing Agent	1	0	1	0	61	\$23.53	\$30.56	
Sr. Executive Assistant	1	0	1	0	55	\$20.29	\$26.34	
Business License Coordinator	1	0	1	0	53	\$19.31	\$25.08	
Accounting Technician	1	0	1	0	53	\$19.31	\$25.08	
Utilities Rep II	1	0	1	0	51	\$18.38	\$23.87	
Utilities Rep I	2	0	2	0	47	\$16.65	\$21.62	
Customer Service Rep II	4	0	4	0	47	\$16.65	\$21.62	
Lead Utility Service Tech	1	0	1	0	46	\$16.25	\$21.09	
Utility Service Technician	1	0	1	0	40	\$14.01	\$18.19	
Seasonal Utility Laborer	0	1	0	1		\$9.00		
TOTAL	18	1	18	1				

Information Technology								
I.T. Manager	1	0	1	0	79	\$36.70	\$47.65	
Sr. I.T. Systems Administrator	1	0	1	0	70	\$29.38	\$38.16	
I.T. Operations Manager	1	0	1	0	70	\$29.38	\$38.16	
Senior PC Specialist	2	0	2	0	59	\$22.39	\$29.08	
PC Specialist	1	0	1	0	53	\$19.31	\$25.08	
Help Desk Technician	1	0	1	0	51	\$18.38	\$23.87	
TOTAL	7	0	7	0				

Human Resources								
Human Resource Manager	1	0	1	0	74	\$32.43	\$42.11	
Sr. Human Resource Generalist	1	0	1	0	67	\$27.29	\$35.43	
Human Resource Specialist	1	0	1	0	58	\$21.85	\$28.37	
Human Resource Technician	1	0	1	0	53	\$19.31	\$25.08	
Administrative Assistant I	0	1	0	1	37	\$13.01	\$16.89	
TOTAL	4	1	4	1				

Community Affairs								
Events Coordinator	1	0	1	0	61	\$23.53	\$30.56	
Communications Manager	1	0	1	0	61	\$23.53	\$30.56	
Volunteer Services Coordinator	0	1	0	1	49	\$17.49	\$22.72	
TOTAL	2	1	2	1				

Police

Police Chief	1	0	1	0	87	\$44.71	\$58.06
Deputy Police Chief *	2	0	2	0	81	\$38.55	\$50.07
Police Lieutenant	6	0	6	0	74	\$32.43	\$42.11
Police Sergeant III (Master)	6	0	6	0	68	\$27.97	\$36.31
Police Sergeant (Basic)	8	0	8	0	65	\$25.97	\$33.73
Police Officer III	19	0	19	0	59	\$22.39	\$29.08
Police Officer II	27	0	27	0	55	\$20.29	\$26.34
Police Officer I	42	0	42	0	53	\$19.31	\$25.08
Background Investigator *	0	0	Position Filled As Needed		53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65
Administrative Assistant I	1	0	1	0	37	\$13.01	\$16.89
Police Records Supervisor	1	0	1	0	54	\$19.79	\$25.70
Police Records Technician III	2	0	2	0	47	\$16.65	\$21.62
Police Records Technician II	1	1	1	1	43	\$15.09	\$19.59
Police Records Technician I	4	4	4	4	39	\$13.67	\$17.75
Community Service Officer	7	0	7	0	45	\$15.85	\$20.58
Building Security Officer *	2	2	0	0	51	\$18.38	\$23.87
Crime Prevention Specialist	2	0	2	0	51	\$18.38	\$23.87
Evidence Custodian	1	1	1	1	51	\$18.38	\$23.87
Crime Scene Technician II	1	0	1	0	51	\$18.38	\$23.87
Crime Scene Technician I	1	0	1	0	47	\$16.65	\$21.62
Crime Analyst	1	0	1	0	52	\$18.84	\$24.46
Crossing Guard Supervisor	1	0	1	0	51	\$18.38	\$23.87
Crossing Guard	0	87	0	87		\$5.75	\$7.86
Animal Services Manager	1	0	1	0	61	\$23.53	\$30.56
Animal Control Officer II	4	0	4	0	45	\$15.85	\$20.58
Animal Control Rec Tech II	1	0	1	0	43	\$15.09	\$19.59
Animal Control Officer I	2	0	2	0	41	\$14.36	\$18.65
Animal Control Rec Tech I	1	1	1	1	39	\$13.67	\$17.75
TOTAL	147	96	145	94			

Fire

Fire Chief	1	0	1	0	87	\$44.71	\$58.06
Deputy Fire Chief *	0	0	2	0	81	\$38.55	\$50.07
Battalion Chief *	5	0	3	0	74	\$32.43	\$42.11
Fire Captain	15	0	15	0	65	\$25.97	\$33.73
Paramedic	37	0	37	0	61	\$23.53	\$30.56
Fire Engineer	12	0	12	0	57	\$21.32	\$27.68
Firefighter	12	0	12	0	53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65
Administrative Assistant I	1	0	1	0	37	\$13.01	\$16.89
TOTAL	85	0	85	0			
Firefighter					53-F	\$14.62	\$18.99
Fire Engineer					57-F	\$16.14	\$20.96
Paramedic Special Assignment					61-F	\$17.81	\$23.13
Fire Captain					65-F	\$19.66	\$25.53
Battalion Chief					74-F	\$23.23	\$30.17

Development

Development Director	1	0	1	0	87	\$44.71	\$58.06
City Planner	1	0	1	0	75	\$33.24	\$43.17
CDBG/Grants Acquisition Coord.	1	0	1	0	72	\$30.87	\$40.09
Senior Planner	2	0	2	0	67	\$27.29	\$35.43
Associate Planner	1	0	1	0	61	\$23.53	\$30.56
Development Coordinator	0	0	0	0	53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Development Technician	0	1	0	1	41	\$14.36	\$18.65
TOTAL	7	1	7	1			

Building & Safety	Building Official	1	0	1	0	72	\$30.87	\$40.09
	Comb. Inspection Supervisor	1	0	1	0	67	\$27.29	\$35.43
	Senior Plans Examiner	1	0	1	0	67	\$27.29	\$35.43
	Plans Examiner	1	0	1	0	62	\$24.12	\$31.32
	Combination Inspector III	1	0	1	0	61	\$23.53	\$30.56
	Combination Inspector II	1	0	1	0	57	\$21.32	\$27.68
	Permit Technician	1	0	1	0	44	\$15.46	\$20.08
	Administrative Assistant II	0	2	0	2	41	\$14.36	\$18.65
TOTAL	7	2	7	2				

Public Works Department

Administration	Public Works Director	1	0	1	0	87	\$44.71	\$58.06
	Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
	Purchasing Technician	1	0	1	0	47	\$16.65	\$21.62
	TOTAL	3	0	3	0			

G.I.S. Technical Support	GIS Administrator	1	0	1	0	66	\$26.62	\$34.56
	GIS Specialist II	2	0	2	0	56	\$20.80	\$27.00
	Engineering Assistant	1	0	1	0	56	\$20.80	\$27.00
	TOTAL	4	0	4	0			

Development Review	City Engineer	1	0	1	0	77	\$34.93	\$45.36
	Traffic Engineer	1	0	1	0	71	\$30.12	\$39.11
	Engineering Inspection Supvr	1	0	1	0	67	\$27.29	\$35.43
	Civil Engineer I (EIT)	1	0	1	0	57	\$21.32	\$27.68
	Engineer Inspector III	1	0	1	0	61	\$23.53	\$30.56
	Engineer Inspector II	1	0	1	0	57	\$21.32	\$27.68
	Engineer Inspector I	1	0	1	0	53	\$19.31	\$25.08
	Administrative Assistant II *	1	0	0	1	41	\$14.36	\$18.65
	TOTAL	8	0	7	1			

Capital Projects	Engineer Mgr/ Capital Proj.	1	0	1	0	77	\$34.93	\$45.36
	Engineer Mgr/ Utilities	1	0	1	0	77	\$34.93	\$45.36
	Civil Engineer III	2	0	2	0	65	\$25.97	\$33.73
	Contract Administrator	0	1	0	1	58	\$21.85	\$28.37
	Engineering Inspector I	1	0	1	0	53	\$19.31	\$25.08
	TOTAL	5	1	5	1			

Facilities	CIP/Facilities Project Manager	1	0	1	0	72	\$30.87	\$40.09
	Facilities Maint. Supervisor	1	0	1	0	59	\$22.39	\$29.08
	Sr Fac Maint Technician	1	0	1	0	53	\$19.31	\$25.08
	Facilities Maint. Technician III	1	0	1	0	49	\$17.49	\$22.72
	Facilities Maint. Technician II	1	0	1	0	45	\$15.85	\$20.58
	Facilities Maint. Technician I	1	0	1	0	41	\$14.36	\$18.65
	TOTAL	6	0	6	0			

Public Works: Public Services and Utilities

Administration	Utilities Manager	1	0	1	0	77	\$34.93	\$45.36
	Public Services Manager	1	0	1	0	72	\$30.87	\$40.09
	Utilities Superintendent	1	0	1	0	70	\$29.38	\$38.16
	Administrative Assistant III	1	0	1	0	47	\$16.65	\$21.62
	TOTAL	4	0	4	0			

Water	Water Operations Crew Supv	1	0	1	0	63	\$24.72	\$31.32
	Water Const. Crew Supvr	1	0	1	0	61	\$23.53	\$30.56
	Water System Operator IV	7	0	7	0	57	\$21.32	\$27.68
	Water System Operator III	2	0	2	0	53	\$19.31	\$25.08
	Water System Operator II	1	0	1	0	47	\$16.65	\$21.62
	Water System Operator I	2	0	2	0	45	\$15.85	\$20.58
	Commercial Water Meter Tech	1	0	1	0	52	\$18.84	\$24.46
	Water Const. Tech III	1	0	1	0	52	\$18.84	\$24.46
	Water Const. Tech II	1	0	1	0	46	\$16.25	\$21.09
	Water Const. Tech I	1	0	1	0	42	\$14.72	\$19.11
TOTAL	18	0	18	0				
Wastewater	Wastewater Ops Crew Supv	1	0	1	0	63	\$24.72	\$32.10
	Wastewater System Opr IV	2	0	2	0	57	\$21.32	\$27.68
	Wastewater System Opr III	2	0	2	0	53	\$19.31	\$25.08
	Wastewater System Opr II	1	0	1	0	47	\$16.65	\$21.62
	Wastewater System Opr I	1	0	1	0	45	\$15.85	\$20.58
	Wastewater Const. Crew Supv	1	0	1	0	61	\$23.53	\$30.56
	Wastewater Const. Tech III	2	0	2	0	52	\$18.84	\$24.46
	Seasonal Laborer	0	1	0	1			\$9.00
	TOTAL	10	1	10	1			
Stormwater	Stormwater Crew Supervisor	1	0	1	0	58	\$21.85	\$28.37
	Stormwater Inspector	1	0	1	0	57	\$21.32	\$27.68
	Stormwater Operator	2	0	2	0	45	\$15.85	\$20.58
TOTAL	4	0	4	0				
Parks	Parks Superintendent	1	0	1	0	68	\$27.97	\$36.31
	Urban Forester	1	0	1	0	61	\$23.53	\$30.56
	Cemetery Sexton	1	0	1	0	53	\$19.31	\$25.08
	Park Maintenance Crew Supv	4	0	4	0	53	\$19.31	\$25.08
	Parks Irrigation Specialist	2	0	2	0	45	\$15.85	\$20.58
	Park Maintenance Worker II	1	0	1	0	41	\$14.36	\$18.65
	Parks Maintenance Worker I	5	0	5	0	37	\$13.01	\$16.89
	Lead Seasonal Laborer	0	3	0	3			\$11.00
	Seasonal Laborer	0	25	0	25			\$9.00
TOTAL	15	28	15	28				
Streets	Street Superintendent	1	0	1	0	68	\$27.97	\$36.31
	Street Maintenance Crew Supv	3	0	3	0	58	\$21.85	\$28.37
	Electrician	1	0	1	0	57	\$21.32	\$27.68
	Heavy Equipment Operator	2	0	2	0	53	\$19.31	\$25.08
	Equipment Operator	1	0	1	0	49	\$17.49	\$22.72
	Sweeper Operator	3	0	3	0	49	\$17.49	\$22.72
	Traffic Sign Technician	1	0	1	0	49	\$17.49	\$22.72
	Street Maintenance Worker III	6	0	6	0	49	\$17.49	\$22.72
	Street Maintenance Worker II	1	0	1	0	45	\$15.85	\$20.58
	Street Maintenance Worker I	5	0	5	0	41	\$14.36	\$18.65
	Seasonal Laborer	0	2	0	2			\$9.00
	TOTAL	24	2	24	2			
Solid Waste	Street Maintenance Worker I	1	1	1	1	41	\$14.36	\$18.65
TOTAL	1	1	1	1				
Fleet Maintenance	Lead Fleet Mechanic	1	0	1	0	57	\$21.32	\$27.68
	Fleet Mechanic	4	0	4	0	55	\$20.29	\$26.34
	Fleet Service Technician	1	0	1	0	41	\$14.36	\$18.65
	Administrative Assistant II *	1	0	0	0	41	\$14.36	\$18.65
	TOTAL	7	0	6	0			

TOTAL CITY EMPLOYEES

TOTAL AUTHORIZED POSITIONS:

1/8/2014		2/12/2014	
FT	PT	FT	PT
424	148	421	147

1. Job Additions

Full-Time Additions

Two Deputy Fire Chief positions, Range 81, are being added.
 An Economic Development Director, Range 84, is being added.

Part-Time Additions

A Part-time Background Investigator position, Range 53 has been added to the Salary Schedule.

2. Eliminated Positions

Resolution 14-08, which was approved on 1/8/14, eliminated the need for Building Security Officer positions.
 The Admin. Assistant II position in Fleet was eliminated in December of 2012 but not previously removed from the Salary Schedule.
 Two Fire Battalion Chief positions, Range 74, are being eliminated.

3. Miscellaneous Changes

The Mayor has chosen to reduce his salary to \$60,000/yr.
 An Admin. Assistant II position in Development Review was previously listed as a full-time position instead of the correct part-time position.
 The Real Estate Services Manager position was reassigned from Range 66 to Range 70.
 Deputy Police Chief, Range 79, is being reassigned to Range 81.
 Assistant Fire Chief, Range 81, is being renamed Deputy Fire Chief.

Adopted by the City of Council of West Jordan, Utah, this Wednesday, February 12, 2014.

ATTEST:

KIM V. ROLFE
 Mayor

MELANIE S. BRIGGS, MMC
 City Clerk

Voting by the City Council:	"AYE"	"NAY"
Jeff Haaga	_____	_____
Judy Hansen	_____	_____
Chris McConnehey	_____	_____
Chad Nichols	_____	_____
Ben Southworth	_____	_____
Justin D. Stoker	_____	_____
Mayor Kim V. Rolfe	_____	_____