

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Nicole Stojka, Human Resources Director

**Date:** February 27, 2017

**Subject:** **Approval of Amendment of City Position Allocation and Compensation Chart**

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**ITEM DESCRIPTION**

Approval of updating the salary ranges for several positions

**BACKGROUND**

On a regular basis, Staff conducts and participates in salary surveys to verify that the City's salary structure remains market competitive. To review the adequacy of our current salary ranges for all City positions, Staff recently analyzed job descriptions and salary information from several comparable and/or competitive nearby municipalities.

**EVALUATION**

Current survey data indicates that in order to remain competitive with surrounding cities, we should update some of our salary ranges. The following Position Allocation and Compensation Charts show the current and proposed salary ranges. For the most part, these proposed range increases will not cause increases to actual salaries. For the few actual salaries that will be increased with the approval of these new salary ranges, budget exists to cover those salary adjustments.

**RECOMMENDED ACTION**

It is respectfully requested that Council approve Staff's recommendation to modify the current Position Allocation and Compensation Chart as shown in the Proposed Position Allocation and Compensation Chart to update the salary ranges for several positions effective February 27, 2017.



## POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Range	
			Minimum	Maximum
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant City Manager	1 1		Set by Council \$ 92,200	Set by Council \$ 138,700
Administrative Services City Clerk	1		\$ 67,900	\$ 102,100
Community Development Community Development Director	1		\$ 85,100	\$ 128,000
Economic Development Economic Development Director Business Retention Manager	1 0.7		\$ 85,100 \$ 36,600	\$ 128,000 \$ 55,000
Financial Services Finance Director	1		\$ 96,100	\$ 144,600
Human Resources Human Resources Director Human Resources Generalist	1 1		\$ 85,100 \$ 44,000	\$ 128,000 \$ 66,000
Municipal Court Court Clerk Deputy Municipal Court Clerk	1 3		\$ 52,300 \$ 35,000	\$ 78,700 \$ 52,600
Parks and Recreation Parks and Recreation Director	1		\$ 85,100	\$ 128,000
Public Safety Chief of Police Deputy Chief of Police Major Lieutenant Sergeant Records Supervisor (non-sworn) Police Officer Executive Assistant (non-sworn) Crime Analyst (non-sworn) Crime Scene Technician (non-sworn) Property & Evidence Technician (non-sworn) Police Service Representative (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 2 4 9 1 42 1 1 1 1 6 2		\$ 96,100 \$ 76,500 \$ 63,000 \$ 57,000 \$ 51,000 \$ 42,000 \$ 41,300 \$ 41,300 \$ 39,000 \$ 37,500 \$ 33,000 \$ 30,000 \$ 27,200	\$ 144,600 \$ 115,000 \$ 94,500 \$ 85,500 \$ 76,500 \$ 63,000 \$ 62,100 \$ 62,100 \$ 58,500 \$ 56,400 \$ 49,600 \$ 45,100 \$ 40,800
Public Works Public Works Director	1		\$ 90,000	\$ 135,000

**PROPOSED POSITION ALLOCATION AND COMPENSATION CHART**

Department/Title	Full Time	Elected Officials	Salary Range	
			Minimum	Maximum
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant City Manager	1 1		Set by Council \$ 96,500	Set by Council \$ 144,800
Administrative Services City Clerk	1		\$ 74,600	\$ 112,100
Community Development Community Development Director	1		\$ 87,900	\$ 132,200
Economic Development Economic Development Director Business Retention Manager	1 0.7		\$ 85,100 \$ 36,600	\$ 128,000 \$ 55,000
Financial Services Finance Director	1		\$ 99,300	\$ 149,400
Human Resources Human Resources Director Human Resources Generalist	1 1		\$ 85,400 \$ 44,000	\$ 128,400 \$ 66,000
Municipal Court Court Clerk Deputy Municipal Court Clerk	1 3		\$ 55,700 \$ 37,100	\$ 83,700 \$ 55,800
Parks and Recreation Parks and Recreation Director	1		\$ 87,900	\$ 132,200
Public Safety Chief of Police Deputy Chief of Police Major Lieutenant Sergeant Police Officer Crime Analyst (non-sworn) Records Supervisor (non-sworn) Executive Assistant (non-sworn) Crime Scene Technician (non-sworn) Police Service Representative (non-sworn) Property & Evidence Technician (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 2 4 9 42 1 1 1 1 6 1 2		\$ 99,300 \$ 80,400 \$ 67,100 \$ 58,100 \$ 52,800 \$ 43,200 \$ 42,100 \$ 42,000 \$ 41,300 \$ 37,500 \$ 33,500 \$ 33,000 \$ 27,400	\$ 149,400 \$ 121,000 \$ 100,600 \$ 87,400 \$ 79,400 \$ 64,800 \$ 63,300 \$ 63,000 \$ 62,100 \$ 56,400 \$ 50,300 \$ 49,600 \$ 41,200
Public Works Public Works Director	1		\$ 93,100	\$ 140,100