

RESOLUTION NO. 2023-09

A RESOLUTION amending the current pay plan for Fiscal Year 2023 to address Reserve Officers, Library Substitutes, and the cell phone reimbursement cap.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

WHEREAS, we have a need to address Reserve Officer pay due to the increase in minimum wage; and

WHEREAS, the maximum allowed reimbursement for use of a personal cell phone for City business has been established as \$75; however, it has not been documented; and

WHEREAS, the City Council of said City desires to adopt such amended pay plan.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Resolution No. 2022-44 be hereby amended as set forth herein, and that the said amendments be effective April 3, 2023.

Section 2. Effective April 3, 2023, the pay range assignment for each non-union class title shall be as follows (amendments noted in **bold**):

CLASS TITLES BY DEPARTMENT	PAY RANGE		
<u>CITY MANAGER</u>			
TITLE	MIN	MAX	Pay Grade
City Manager	13,733	15,538	50
Assistant City Manager/City Attorney	13,071	14,789	48
Human Resources Director	10,467	11,842	39
Assistant City Attorney	9,482	10,728	35
Public Information Officer	8,176	9,251	29
Arts & Economic Development Manager	7,782	8,805	27
HR Specialist	6,387	7,227	19
Executive Assistant – City Attorney/Deputy City Clerk	6,232	7,051	18
Executive Assistant – City Manager	5,508	6,232	13
HR Assistant	5,508	6,232	13
Civil Service Secretary/Chief Examiner	150	150	n/a

COMMUNITY DEVELOPMENT DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Community Development Director	10,467	11,842	39
Building Official	7,977	9,025	28
Planning Manager	7,977	9,025	28
Building Inspector II	6,879	7,783	22

FINANCE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Finance Director	11,553	13,072	43
Assistant Finance Director	9,482	10,728	35
Utility Services Supervisor	8,176	9,251	29
Accounting Manager	7,977	9,025	28
Financial Analyst	7,977	9,025	28
Application Specialist	7,407	8,381	25
City Clerk	7,051	7,977	23
Accountant II	6,547	7,408	20

INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	10,467	11,842	39
IT & Telecommunications Manager	8,590	9,719	31
IT Systems Administrator	7,407	8,381	25
IT Systems Administrator - SQL	7,407	8,381	25
Network/Desktop Analyst	6,547	7,408	20

LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	9,719	10,997	36
Librarian	5,787	6,547	15
Part-time Library Substitute*	15.79/hr	17.23/hr	n/a

*Reflects WA Minimum Wage increase of 8.6%

PARK AND RECREATION DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	9,719	10,997	36
Aquatic & Recreation Supervisor	6,387	7,227	19

PARKS AND RECREATION CONTINUED

2023 State Minimum Wage - \$15.74	I	II	III	IV	V	VI
Custodian	17.31	18.18	19.09			
Recreation Aide	18.18	19.09	20.04	21.05		
Sports Official	18.18	19.09	20.04	21.05	22.10	23.21
Swim Instructor	19.09	20.04	21.05			
Senior Van Driver	19.09	20.04	21.05			
Lifeguard	20.04	21.05	22.10			

POLICE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Police Chief	11,271	12,753	43
Police Captain (2 positions)	9,962	11,272	37
Police Records Supervisor	6,547	7,408	20
Crime Analyst	6,262	7,051	18
Reserve Officer	15.74/hr	15.74/hr	n/a

PUBLIC WORKS AND UTILITIES DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director	13,071	14,789	48
Engineering Services Manager	10,996	12,422	41
Assistant Utilities Director	10,728	12,138	40
Senior Electrical Engineer	10,211	11,553	38
Project Engineer	9,962	11,272	37
Construction Project Manager (Temp thru 2024)	9,719	10,997	36
Assistant Public Works Director	9,482	10,728	35
Assistant City Engineer/Capital Projects Manager	9,482	10,728	35
Operations Coordinator – Light	9,482	10,728	35
Gas Engineer	9,251	10,467	34
Power and Gas Manager	8,805	9,962	32
Stormwater Utility Manager	8,590	9,719	31
Transit Manager	8,590	9,719	31
Shop/Warehouse Manager	8,590	9,719	31
Civil Engineer	7,977	9,025	28
Sr. Operations Analyst	6,547	7,408	20
Sustainability Coordinator	6,387	7,227	19
Rate Analyst	6,232	7,051	18

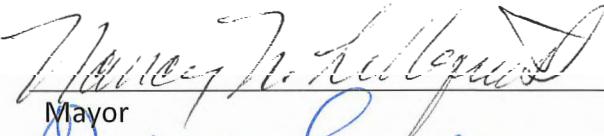
Operations Analyst – ES	5,787	6,547	15
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All other City positions are covered by Union contracts. This resolution has no application to such positions.

Section 3. Cell Phone Stipend. The City will reimburse employees authorized to use a personal cell phone for City business, up to \$75 per month. Employees must submit a copy of their cell phone bill to HR for approval of the reimbursement and must abide by all applicable City policies.

Section 4. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth.
All remaining terms and conditions of Resolution Nos. 2022-42 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 3rd day of April, 2023.



Mayor

Attest: 

City Clerk