

RESOLUTION NO. 2023-12

A RESOLUTION amending the current pay plan for Fiscal Year 2023 to address several staff adjustments within the Public Works & Utilities Department, Finance Department, and to make necessary corrections to amended pay plan Resolution 2023-09.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay via Resolution 2022-42; and

WHEREAS, Resolution 2023-09 amended the original Pay Resolution (2022-42) to address Police Reserve Officer pay and adopt a \$75 maximum stipend for use of a personal cell phone for City business; however, it included typographical errors that are corrected below; and

WHEREAS, the Public Works and Utilities Sr. Operations Analyst title will be changed to PW Finance Officer to improve recruitment efforts; and

WHEREAS, the Financial Analyst position in the Finance Department will be amended to Accountant III – Budget Officer to better align with the department's goals; and

WHEREAS, management has determined that some staffing adjustments are necessary to increase operational efficiency, provide growth opportunities for staff, and improve working conditions, including the reintroduction of the Light Operations Supervisor position, elimination of the Light Operations Coordinator position (June 30, 2023), and reclassification of the Power and Gas Manager to Energy Resources Manager; 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 Nos. 2022-42 and 2023-09 be hereby amended as set forth herein, and that the said amendments be effective May 15, 2023 (unless otherwise noted).

Section 2. Effective May 15, 2023, the pay range assignment for each non-union class title shall be as follows (amendments noted in **bold**; corrections noted in *italics*):

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

TITLE	MIN	MAX	Pay Grade
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
<i>Building Inspector I</i>	6,387	7,227	19

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
Accountant III – Budget Officer-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

TITLE	MIN	MAX	Pay Grade
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

2023 State Minimum Wage - \$15.74	I	II	III	IV	V	VI
Custodian	16.53	17.36	18.23			
Recreation Aide	17.36	18.23	19.14	20.10		
Sports Official	17.36	18.23	19.14	20.10	21.11	22.17
Swim Instructor	18.23	19.14	20.10			
Senior Van Driver	18.23	19.14	20.10			
Lifeguard	19.14	20.10	21.11			

POLICE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Police Chief	11,553	13,072	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
Light Operations Supervisor	9,962	11,272	37
Construction Project Manager (Temp thru 2024)	9,719	10,997	36
Energy Resources Manager	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
Light Operations Coordinator -(effective 6/30/23)	9,482	10,728	35

TITLE	MIN	MAX	Pay Grade
Gas Engineer	9,251	10,467	34
Power and Gas Manager (now Energy Resources 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 PW Finance Officer	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

All other City positions are covered by Union contracts. This resolution has no application to such positions.

Section 3. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth. All remaining terms and conditions of Resolution Nos. 2022-42 and 2023-09 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 15th day of May, 2023.

Three Presidents
Mayor
Beth Leader
Attest: City Clerk.