

RESOLUTION NO. 2023-16

A RESOLUTION amending the current pay plan for Fiscal Year 2023 to address staffing changes in IT, Parks & Recreation, as well as several temporary and/or intern positions.

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, which was then amended by Resolutions 2023-09 and 2023-12; and

WHEREAS, with the addition of an IT Director, several staffing change needs have been identified to optimize efficiency and service; and

WHEREAS, the Recreation Leaders, including aquatics, were removed from the OPEIU union upon ratification of the 2023-2025 Collective Bargaining Agreement and therefore need to be added to the Pay Plan for non-represented employees; and

WHEREAS, several interns and temporary staff were authorized with the 2023-2024 biennial budget but were not identified in Resolution 2022-42 or the subsequent amendments; 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, 2023-09, and 2023-12 be hereby amended as set forth herein, and that the said amendments be effective June 20, 2023.

Section 2. Effective June 20, 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

CITY MANAGER

| 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 | 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 |
| Temporary Marketing Specialist | \$50/hr | \$50/hr | 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 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 | 7,977 | 9,025 | 28 |
| Application Specialist (Moved to IT Department) | 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 (2 positions) | 7,407 | 8,381 | 25 |
| IT Systems Administrator – SQL | 7,407 | 8,381 | 25 |
| Applications Specialist (from Finance) | 7,407 | 8,381 | 25 |
| Network/Desktop Analyst | 6,547 | 7,408 | 20 |
| Service Desk Specialist | 5,508 | 6,232 | 13 |
| Temporary Service Desk Specialist | \$31.78/hr | \$31.78/hr | n/a |
| IT Intern – Desktop Support | \$16/hr | \$16/hr | n/a |

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 |
| TITLE | MIN | MAX | Pay Grade |

| | | | |
|---------------------------------|-------|-------|----|
| Aquatic & Recreation Supervisor | 6,387 | 7,227 | 19 |
|---------------------------------|-------|-------|----|

| Steps | 1 | 2 | 3 |
|--------------------------------------|--------------|--------------|--------------|
| Recreation Leader – AAC/SBYC* | 21.11 | 22.17 | 23.28 |
| Recreation Leader – KVMP* | 22.17 | 23.28 | 24.44 |

*AAC – Adult Activity Center; SBYC – Stan Basset Youth Center; KVMP – Kittitas Valley Memorial Pool

| | | | | | | |
|-----------------------------------|-------|-------|-------|-------|-------|-------|
| 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

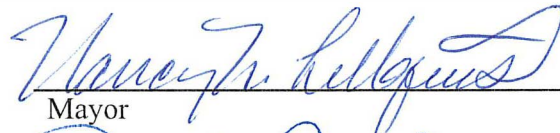
| TITLE | MIN | MAX | Pay Grade |
|--|--------|--------|-----------|
| Public Works & Utilities Director | 13,071 | 14,789 | 48 |
| Engineering Services Manager | 10,996 | 12,422 | 41 |
| Assistant Utilities Director | 10,728 | 12,138 | 40 |
| Senior Electrical Engineer | 10,211 | 11,553 | 38 |
| Project Engineer | 9,962 | 11,272 | 37 |
| 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 Supervisor | 9,482 | 10,728 | 35 |
| Gas Engineer | 9,251 | 10,467 | 34 |
| Stormwater Utility Manager | 8,590 | 9,719 | 31 |
| Transit Manager | 8,590 | 9,719 | 31 |
| Shop/Warehouse Manager | 8,590 | 9,719 | 31 |
| TITLE | MIN | MAX | Pay Grade |

| | | | |
|----------------------------------|----------------|----------------|------------|
| Civil Engineer | 7,977 | 9,025 | 28 |
| 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 |
| GIS Intern – Gas Division | \$22/hr | \$22/hr | n/a |

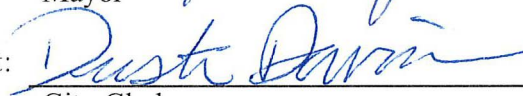
All other City positions are covered by Union contracts. This resolution has no application to such positions.

Section 3. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth. All remaining terms and conditions of Resolution 2022-42, as amended by Resolutins 2023-09 and 2023-12, remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 20th day of June, 2023.



Mayor

Attest: 

City Clerk