

RESOLUTION NO. 2023-23

A RESOLUTION amending the current pay plan for Fiscal Year 2023 to address personnel-related changes in Public Works & Utilities and Community Development, to correct a scrivener's error, and to update three job titles.

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, 2023-12, and 2023-16; and

WHEREAS, the City would benefit from having a certified Arborist on staff; and

WHEREAS, the position of Housing & Grants Administrator was included in the 2023-2024 biennial budget; however, it was still conceptual at the time the budget and 2023 Pay Plan Resolution were adopted and established; and

WHEREAS, Community Development is under new leadership and the Director has identified an opportunity for employee growth and development that he would like to implement, which will also help improve customer service and departmental efficiencies; and

WHEREAS, there was a scrivener's error in Resolution 2023-16, specific to the wage for the Public Works & Utilities Operations Supervisor position which will be corrected herein, as well as an update to the title for Sustainability Coordinator (now Sustainability & Energy Coordinator); Light Operations Supervisor (now Operations Supervisor – Light), and Applications Specialist (now IT Business Analyst); 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, 2023-12, and 2023-16 be hereby amended as set forth herein, and that the said amendments be effective September 5, 2023.

Section 2. A stipend equal to 5% of base pay is hereby established for non-represented employees who hold the International Society of Arboriculture (ISA) Arborist Certification and are authorized by the Public Works & Utilities Director to engage in work that requires the certification or otherwise benefits City operations, as noted by an "*" in the wage table.

Section 3. Effective September 5, 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

TITLE	MIN	MAX	Pay Grade
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
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 II	6,879	7,783	22
Housing & Grants Administrator	6,547	7,408	20
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
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 Business Analyst Applications Specialist	7,407	8,381	25

TITLE	MIN	MAX	Pay Grade
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
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
Operations Supervisor - Light	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
Civil Engineer	7,977	9,025	28
PW Finance Officer	6,547	7,408	20
Sustainability & Energy 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

**Plus 5% for current ISA Arborist Certification*

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

Section 4. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth.
All remaining terms and conditions of Resolution 2022-42, as amended by Resolutions 2023-09, 2023-12, and 2023-16 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 5th day of September, 2023.


 Mayor
 Attest: 
 City Clerk