

## RESOLUTION NO. 2024-04

A RESOLUTION amending Resolution 2023-31, the current Pay Plan for Fiscal Year 2024, to address personnel-related changes in Public Works & Utilities and Information Technology (IT).

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

WHEREAS, maintaining living wage jobs is essential to attracting and retaining quality employees; and

WHEREAS, the Public Works & Utilities Department has an Engineering Intern approved in the 2023-2024 biennial budget; however, due to staffing changes and the many projects being undertaken last year, they opted to delay the hiring of an intern, and it was not included in Resolution 2023-31 for the 2024 Pay Plan; and

WHEREAS, the IT Department has a current vacancy for IT Business Analyst which has been difficult to fill, in part due to the duties requiring a hybrid of knowledge and experience that spans both IT and Finance; and Management has now determined there is therefore a need to create an internal advancement opportunity by creating a more entry-level position, titled IT Business Analyst I, and renaming the current position IT Business Analyst II; and

WHEREAS, the 2024 Pay Ranges established by Resolution 2023-31 are included as Appendix A for reference;

WHEREAS, the City Council of said City desires to adopt such amended Pay Plan;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Resolution 2023-31 be amended as set forth herein, and that said amendments be effective March 4, 2024; and

Section 2. The compensation schedule for each non-represented position is hereby adopted as set forth below, with amendments noted in bold font.

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**CLASS TITLES BY DEPARTMENT****PAY RANGE****CITY MANAGER**

TITLE	MIN	MAX	Pay Grade
City Manager	14,226	16,097	50
Assistant City Manager/City Attorney	13,541	15,321	48
Human Resources Director	10,842	12,267	39
Assistant City Attorney	9,823	11,113	35
Public Information Officer	8,470	9,582	29
Arts & Economic Development Manager	8,062	9,120	27
Human Resources Specialist	6,617	7,484	19
Executive Assistant – City Attorney/Deputy City Clerk	6,455	7,301	18
Executive Assistant – City Manager	5,706	6,454	13
Human Resources Assistant	5,706	6,454	13
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	16.28/hr	16.28/hr	n/a

**COMMUNITY DEVELOPMENT**

TITLE	MIN	MAX	Pay Grade
Community Development Director	10,842	12,267	39
Building Official	8,263	9,348	28
Planning Manager	8,263	9,348	28
Building Inspector II	7,125	8,060	22
Housing & Grants Administrator	6,782	7,671	20
Building Inspector I	6,617	7,484	19

**FINANCE**

TITLE	MIN	MAX	Pay Grade
Finance Director	11,968	13,540	43
Assistant Finance Director	9,823	11,113	35
Utility Services Supervisor	8,470	9,582	29
Accounting Manager	8,263	9,348	28
Accountant III – Budget Officer	8,263	9,348	28
City Clerk	7,304	8,262	23
Accountant II	6,782	7,671	20

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## INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	10,842	12,267	39
IT & Telecommunications Manager	8,899	10,068	31
IT Systems Administrator (2 positions)	7,673	8,681	25
IT Business Analyst II	7,673	8,681	25
<b>IT Business Analyst I</b>	<b>6,952</b>	<b>7,863</b>	<b>21</b>
Service Desk Specialist	5,706	6,454	13
IT Intern – Desktop Support	16.28/hr	16.28/hr	n/a

## LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	10,068	11,391	36
Librarian	5,994	6,780	15
Part-time Library Substitute*	16.28/hr	16.28/hr	n/a

\*Reflects WA Minimum Wage increase of 3.4%

## PARK AND RECREATION

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	10,068	11,391	36
Aquatic & Recreation Supervisor	6,617	7,484	19

TITLE	Steps	1	2	3
Recreation Leader – AAC/SBYC*		21.81	22.90	24.05
Recreation Leader – KVMP*		22.90	24.05	25.25

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

TITLE	I	II	III	IV	V	VI
Custodian	17.09	17.94	18.84			
Recreation Aide	17.94	18.84	19.78	20.77		
Sports Official	17.94	18.84	19.78	20.77	21.81	22.90
Swim Instructor	18.84	19.78	20.77			
Senior Van Driver	18.84	19.78	20.77			
Lifeguard	19.78	20.77	21.81			

Hourly Parks & Recreation wages reflect the WA Minimum Wage increase of 3.4%

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## POLICE

TITLE	MIN	MAX	Pay Grade
Police Chief	11,968	13,540	43
Police Captain (2 positions)	10,320	11,676	37
Police Records Supervisor	6,782	7,671	20
Crime Analyst	6,455	7,301	18
Reserve Officer	16.28/hr	16.28/hr	n/a

## PUBLIC WORKS AND UTILITIES

TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director	13,541	15,321	48
City Engineer/Engineering Services Manager	11,391	12,888	41
Assistant Utilities Director	11,113	12,574	40
Senior Electrical Engineer	10,578	11,968	38
Project Engineer	10,320	11,676	37
Operations Supervisor - Light	10,320	11,676	37
Energy Resources Manager	10,068	11,391	36
Assistant Public Works Director	9,823	11,113	35
Assistant City Engineer/Capital Projects Manager*	9,823	11,113	35
Gas Engineer	9,583	10,842	34
Civil Engineer (2 positions)	9,349	10,578	33
Stormwater Utility Manager	8,899	10,068	31
Transit Manager	8,899	10,068	31
Shop/Warehouse Manager	8,899	10,068	31
PW Finance Officer	6,782	7,671	20
Sustainability & Energy Coordinator	6,617	7,484	19
Rate Analyst	6,455	7,301	18
Operations Analyst – ES	5,994	6,780	15
GIS Intern – Gas Division	22.00/hr	22.00/hr	n/a
<b>Engineering Intern</b>	<b>20.50/hr</b>	<b>20.50/hr</b>	<b>n/a</b>



*\*Plus 5% for current ISA Arborist Certification*

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

Section 3. The amended 2024 Pay Plan is hereby adopted as set forth herein. All remaining terms and conditions of Resolution 2023-31 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 4<sup>th</sup> day of March, 2024.

  
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Mayor Pro-Tem  
Attest:   
\_\_\_\_\_  
City Clerk

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**APPENDIX A**  
**RESOLUTION 2024-04**  
(as established by Resolution 2023-31)

GRADE	1	2	3	4	5	6
50	14,226	14,582	14,947	15,321	15,704	16,097
49	13,879	14,226	14,582	14,947	15,321	15,704
48	13,541	13,879	14,226	14,582	14,947	15,321
47	13,210	13,540	13,879	14,226	14,582	14,947
46	12,888	13,210	13,540	13,879	14,226	14,582
45	12,574	12,888	13,210	13,540	13,879	14,226
44	12,267	12,574	12,888	13,210	13,540	13,879
43	11,968	12,267	12,574	12,888	13,210	13,540
42	11,676	11,968	12,267	12,574	12,888	13,210
41	11,391	11,676	11,968	12,267	12,574	12,888
40	11,113	11,391	11,676	11,968	12,267	12,574
39	10,842	11,113	11,391	11,676	11,968	12,267
38	10,578	10,842	11,113	11,391	11,676	11,968
37	10,320	10,578	10,842	11,113	11,391	11,676
36	10,068	10,320	10,578	10,842	11,113	11,391
35	9,823	10,068	10,320	10,578	10,842	11,113
34	9,583	9,822	10,068	10,320	10,578	10,842
33	9,349	9,582	9,822	10,068	10,320	10,578
32	9,121	9,348	9,582	9,822	10,068	10,320
31	8,899	9,120	9,348	9,582	9,822	10,068
30	8,682	8,898	9,120	9,348	9,582	9,822
29	8,470	8,681	8,898	9,120	9,348	9,582
28	8,263	8,469	8,681	8,898	9,120	9,348
27	8,062	8,262	8,469	8,681	8,898	9,120
26	7,865	8,060	8,262	8,469	8,681	8,898
25	7,673	7,863	8,060	8,262	8,469	8,681
24	7,486	7,671	7,863	8,060	8,262	8,469
23	7,304	7,484	7,671	7,863	8,060	8,262
22	7,125	7,301	7,484	7,671	7,863	8,060
21	6,952	7,123	7,301	7,484	7,671	7,863
20	6,782	6,949	7,123	7,301	7,484	7,671
19	6,617	6,780	6,949	7,123	7,301	7,484
18	6,455	6,615	6,780	6,949	7,123	7,301
17	6,298	6,454	6,615	6,780	6,949	7,123
16	6,144	6,297	6,454	6,615	6,780	6,949
15	5,994	6,143	6,297	6,454	6,615	6,780
14	5,848	5,993	6,143	6,297	6,454	6,615
13	5,706	5,847	5,993	6,143	6,297	6,454
12	5,566	5,704	5,847	5,993	6,143	6,297
11	5,431	5,565	5,704	5,847	5,993	6,143
10	5,298	5,429	5,565	5,704	5,847	5,993

GRADE	1	2	3	4	5	6
9	5,169	5,297	5,429	5,565	5,704	5,847
8	5,043	5,168	5,297	5,429	5,565	5,704
7	4,920	5,042	5,168	5,297	5,429	5,565
6	4,800	4,919	5,042	5,168	5,297	5,429
5	4,683	4,799	4,919	5,042	5,168	5,297
4	4,569	4,682	4,799	4,919	5,042	5,168
3	4,457	4,568	4,682	4,799	4,919	5,042
2	4,348	4,457	4,568	4,682	4,799	4,919
1	4,242	4,348	4,457	4,568	4,682	4,799

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