

ORDINANCE NO. #####

AN ORDINANCE CLASSIFYING ALL EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION FOR SUCH CLASSIFICATIONS AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH OF THE CITY OF MANHATTAN, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS

SECTION 1. The following pay plan is established for **classified** employees:

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
6	\$31,842 \$15.31	\$38,245 \$18.39	\$44,584 \$21.43	Open
7	\$33,443 \$16.08	\$40,149 \$19.30	\$46,812 \$22.51	Custodian I
8	\$35,130 \$16.89	\$42,161 \$20.27	\$49,148 \$23.63	FHDC Guest Serv Str Attendant
9	\$36,883 \$17.73	\$44,237 \$21.27	\$51,614 \$24.81	Court Clerk I Custodian II Education Specialist I Engineering Aide I Finance Clerk I Human Resource Technician I IT Help Desk Technician I Maintenance Worker I Parking Control Officer Program Coordinator
10	\$38,721 \$18.62	\$46,466 \$22.34	\$54,210 \$26.06	Activity Leader Administrative Assistant Animal Keeper I Animal Shelter Technician I Finance Technician HR/Payroll Clerk Human Resource Technician II Plant Operator
11	\$40,647 \$19.54	\$48,780 \$23.45	\$56,914 \$27.36	Asst Laboratory Specialist I Biosolids - Lift Station Technician Court Clerk II Education Specialist II Engineering Aide II - Inspection FHDC Gift Store Coordinator Guest Services Coordinator Legal Assistant Maintenance Worker II Marketing Coordinator Marketing / Event Sales Coordinator Plant Operator I Volunteer Coordinator Water Service Worker I
12	\$43,891 \$21.10	\$52,696 \$25.33	\$61,457 \$29.55	Airport Maintenance Tech I Airport Security and Operations Tech I Animal Keeper II Animal Shelter Technician II Asst Laboratory Specialist II Building Technician CAD Tech I Customer Service Specialist

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12	\$43,891 \$21.10	\$52,696 \$25.33	\$61,457 \$29.55	Engineering Aide II - Right of Way Equipment Mechanic I Fleet Service Technician Finance Specialist Legal Secretary Maintenance Technician Park Technician I Recreation Coordinator Senior Administrative Assistant Senior Court Clerk Traffic Sign Markings Specialist Traffic Technician Utility Location Specialist Utility Billing Specialist Water Service Worker II
13	\$47,417 \$22.80	\$56,914 \$27.36	\$66,389 \$31.92	Admin Assistant / Membership Coordinator Airport Maintenance Tech II Airport Security and Operations Tech II Animal Control Officer Asst Laboratory Specialist III Building Inspector I Construction Inspector Custodial Coordinator Department Coordinator Equipment Mechanic II Equipment Operator GIS Tech Housing Rehabilitation Inspector Marketing Specialist Park Mechanic Park Technician II Plant Operator II Plant Mechanic I Property Maintenance Inspector Stormwater Officer Welder Zoning Inspector
14	\$51,225 \$24.63	\$61,457 \$29.55	\$71,688 \$34.47	Airport Maintenance Tech III Animal Shelter Intake Coordinator Asst Laboratory Specialist IV CAD Tech II Court Services Officer I Educational Supervisor Environmental Specialist Executive Assistant Fleet Crewleader Grant Administrator Instrumentation Technician Laboratory Specialist Maintenance Crewleader I Office Coordinator Park Crewleader I Plant Mechanic II Plant Operator III Senior Biosolids - Lift Station Technician Senior Engineering Aide Water Service Crew Leader
15	\$55,313 \$26.59	\$66,367 \$31.91	\$77,421 \$37.22	Accountant I Budget Analyst Senior Exhibits Operations Manager FHDC Event Supervisor FHDC Guest Services/Membership Manager Guest Services Manager Financial Analyst I Human Resources Generalist I

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15	\$55,313 \$26.59	\$66,367 \$31.91	\$77,421 \$37.22	Legal Analyst Maintenance Crewleader II Management Assistant Network Administrator I Park Crewleader II Park Planner Payroll Specialist Planner I Plans Examiner I Plant Operator IV Senior Court Services Officer System Administrator I
16	\$57,346 \$27.57	\$71,688 \$34.47	\$86,009 \$41.35	Airport Maintenance Supervisor Airport Security Supervisor Assistant City Clerk Building Inspector II Building Maintenance Supervisor Curator of Education Customer Service Supervisor Electrician I Headkeeper Human Resource Generalist II Infrastructure Analyst IT Software Specialist Network Administrator II Planner II Programs Ed Animals Manager Project Coordinator Recreation Supervisor System Administrator II Traffic Signs Markings Supervisor Traffic Supervisor
17	\$61,932 \$29.78	\$77,421 \$37.22	\$92,866 \$44.65	Accountant II Building Services Manager Cemetery Sexton CAD Manager City Surveyor Engineer I Financial Analyst II Forestry Supervisor Horticultural Supervisor Laboratory Supervisor Office Coordinator (P/R) Park Supervisor Plans Examiner II Plant Mechanics Supervisor Plant Operators Supervisor Safety Specialist Senior Accountant Senior Code Zoning Officer Senior Grant Administrator Street, Fleet, and Stormwater Supervisor Water Distribution Supervisor Zoo Curator
18	\$69,374 \$33.35	\$86,723 \$41.69	\$104,028 \$50.01	Airport Operations Manager Animal Services Director Asst Zoo Director

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
18	\$69,374 \$33.35	\$86,723 \$41.69	\$104,028 \$50.01	Court Administrator Deputy Building Official Douglass Center Director Electrician II Engineer II GIS Coordinator Human Resources Specialist Marketing Development Officer Parking Services Manager Planner III Project Manager Recreation Specialist Aquatics Senior Accountant Stormwater Manager
19	\$77,681 \$37.35	\$97,106 \$46.69	\$116,510 \$56.01	Assistant to the City Manager Asst FHDC Director Development Budget Officer Human Resources Program Manager Senior Planner Senior Park Planner Street Fleet Superintendent Stormwater Compliance Engineer Traffic Superintendent Utility Superintendent
20	\$87,004 \$41.83	\$108,766 \$52.29	\$130,506 \$62.74	Assistant City Attorney I Battalion Chief Battalion Chief of Training City Clerk City Prosecutor Communication Manager / PIO Deputy Fire Marshal Engineer III Environmental Compliance Manager FHDC Director IT Manager Park Superintendent Recreation Superintendent Water TX Plant Superintendent Wastewater TX Plant Superintendent Zoo Director
21	\$97,452 \$46.85	\$121,810 \$58.56	\$146,167 \$70.27	Assistant Airport Director Assistant Chief of Operations Assistant Chief of Risk Reduction and Code Services Assistant Chief of Support Assistant City Attorney II Assistant Director of Community Development Assistant Director of Human Resources Assistant Director of Parks and Recreation Controller Principal Civil Engineer Treasurer
22	\$109,133 \$52.47	\$136,411 \$65.58	\$163,689 \$78.70	Airport Director Assistant City Manager Assistant Director of PW / City Engineer Assistant Director of PW / Utilities Chief City Prosecutor / Assistant City Attorney Deputy Fire Chief

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
23	\$117,743 \$56.61	\$152,787 \$73.46	\$188,047 \$90.41	Deputy City Attorney Director of Community Development Director of Human Resources Director of Parks and Recreation
24	\$137,493 \$66.10	\$178,767 \$85.95	\$220,019 \$105.78	Director of Public Works Fire Chief Director of Finance
25	\$160,899 \$77.36	\$209,138 \$100.55	\$257,399 \$123.75	City Attorney Deputy City Manager
26	\$188,242 \$90.50	\$244,701 \$117.64	\$301,161 \$144.79	Open

SECTION 2. The following pay plan is established for **unclassified** employees:

<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Position</u>
\$89,491.58 \$43.02	\$119,560.06 \$57.48	\$149,628.54 \$71.94	Municipal Judge (E)

SECTION 3.

It is the policy of the City that the salary provided for all employees is for the purpose of recruiting, retaining, and motivating proficient individuals to deliver City services, programs, and activities. Within sound fiscal policy, salaries will be provided on the basis of internal equity, job-related experience, and external competitiveness. When at all possible, a consistent relationship will be established between salary range and job classification. The current pay plan was recommended by City Administration following recommendations of the AGH Consulting Group "Total Rewards Study," and accepted by the City Commission on April 19, 2022. The "Total Rewards Study" provides the basis for administering and maintaining this pay plan, in conjunction with the salary administration policy and guidelines developed and administered by the City Manager or designee.

SECTION 4. All employees shall normally receive a rate of pay no less than the minimum of their pay grade, and no higher than the maximum of that pay grade, exclusive of anniversary or similar annual payments.

SECTION 5. A new appointment will be placed within the compensation structure based upon their job-related experience. An employee with less than three years job-related experience will be placed at the minimum within their pay grade. An employee with three to five years of verifiable experience in a similar role may be placed 8% to 12% above the grade minimum, with higher placement based upon job-related experience that occurred in a similar agency. An employee with five to seven years of verifiable experience in a similar role may be placed four to eight percent below the midpoint, with higher placement based upon job-related work that occurred in a similar agency. An employee with eight to 10 years of verifiable experience in a similar role may be placed at the midpoint. An employee with more than 10 years of verifiable experience in a similar role may be placed above midpoint; however, a new appointment should not be placed more than 25% above the midpoint within the grade to allow for movement within the structure. The City Manager and Director of Human Resources may recommend an appointment's placement in the structure outside of these guidelines only in extenuating circumstances based upon the new appointment's qualifications, competitive conditions of the market at the time of hire, and/or internal equity.

SECTION 6. Salary increases within the range will be granted on the basis of work performance and/or cost-of-living adjustments, and will be administered according to the salary administration policy and guidelines in accordance with the adopted pay plan and approved by the City Manager.

SECTION 7. The City Manager will establish the rate of pay for part-time, seasonal, or temporary positions or for positions developed under any training or special program for which there are no class descriptions.

SECTION 8. The pay rates for classified employees of the Fire Department bargaining unit shall be those established through the collective bargaining process pursuant to law.

SECTION 9. Rates of pay above those established by the Salary Administration Policy and Guideline shall be determined and/or approved by the City Manager.

SECTION 10. The following annual salaries are established for the Governing Body and the City Manager:

Mayor	\$7,200
City Commissioners	\$6,000
City Manager	Such amount as established by the Governing Body through a contract between the City and the City Manager.

SECTION 11. The City Manager is authorized to set and administer a job-related allowance schedule for employees that may include uniforms, boots, safety gear, phones, vehicles and similar items in amounts that are reasonably related to the cost of such items and their use for job-related purposes.

SECTION 12. All ordinances in conflict with this ordinance are hereby repealed.

SECTION 13. This Salary Ordinance shall take effect Sunday, December 24, 2023, and after its publication in *The Manhattan Mercury*.

PASSED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS, THIS ____ DAY OF ____ 2023.

Mark J. Hatesohl, Mayor

Brenda K. Wolf, City Clerk