

ORDINANCE NO. 7159

2016

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:

(All Class Titles followed by (E) are Exempt under FLSA)

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>	<u>Hourly Minimum</u>	<u>Hourly Maximum</u>	<u>Classification</u>
52	\$20,478.64	\$32,048.02	\$9.85	\$15.41	Assistant Teacher FHDC Visitors Services/Store Attendant Guest Services Attendant Guest Services Coordinator
53	\$24,299.91	\$38,212.72	\$11.68	\$18.37	
54	\$26,770.02	\$42,139.55	\$12.87	\$20.26	Activity Leader Court Clerk I Custodian Customer Service Representative I Education Assistant Education Specialist I Lead Teacher Office Assistant Parking Control Officer Recreation Activity Leader
55	\$28,796.77	\$45,390.80	\$13.84	\$21.82	Animal Keeper I Animal Shelter Technician I Customer Service Representative II Maintenance Worker I Plant Operator Water Service Worker I
56	\$30,126.82	\$47,544.22	\$14.48	\$22.86	Administrative Assistant Court Clerk II Education Specialist II Engineering Aide I Finance Clerk Plant Operator I Water Service Worker II
57	\$32,470.26	\$51,238.82	\$15.61	\$24.63	Aerial Operator I Airport Technician I Animal Control Officer Animal Keeper II Animal Shelter Technician II Assistant Laboratory Specialist Database Coordinator Exhibits Registrar FHDC-Event Sales Coordinator FHDC-Marketing Coordinator Finance Technician Finance Technician-A/P Fleet Service Technician Gift Store Coordinator Maintenance Technician Maintenance Worker II Plant Operator II Senior Administrative Assistant

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>	<u>Hourly Minimum</u>	<u>Hourly Maximum</u>	<u>Classification</u>
58	\$34,750.35	\$54,806.75	\$16.71	\$26.35	Aerial Operator II Airport Technician II Assistant Court Services Officer Biosolids / Lift Station Technician Chemical Technician Engineering Technician I Equipment Mechanic I Equipment Operator Legal Assistant Legal Secretary Lift Station Technician Park Technician Plant Mechanic I Plant Operator III Utility Location Specialist Welder Zoo Maintenance Technician
59	\$36,088.04	\$57,093.57	\$17.61	\$27.86	Code Services Officer I Engineering Aide II Finance Specialist Horticulturist Housing Rehabilitation Inspector Park Mechanic Plant Operator IV Recreation Coordinator (E) Stormwater Officer I Traffic Technician Victim/Witness Program Coordinator Water Service Crewleader Zoning Inspection Officer I
60	\$38,782.74	\$61,330.36	\$18.65	\$29.49	Biosolids/Lift Station Technician II Engineering Technician II Engineering Technician II-GIS Environmental Specialist Environmental Specialist-Water Environmental Specialist-WW GIS Technician Lift Station Technician II Maintenance Crewleader I Plant Mechanic II Utility Billing Specialist Zoning Inspection Officer II
61	\$40,682.82	\$64,349.38	\$19.56	\$30.94	Airport Administrative Office Manager (E) Building Maintenance Supervisor (E) Development Officer-FHDC (E) Electronic Plant Technician Equipment Mechanic II Executive Secretary Exhibits & Operations Manager (E) FHDC Volunteer & Customer Service Manager (E) Headkeeper (E) Human Resources Generalist I.S. Support Specialist/iSeries Information/Program Coordinator (E) Laboratory Specialist Maintenance Crewleader II Management Assistant (E) Marketing/Development Officer (E) Payroll Specialist Plans Examiner (E)

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>	<u>Hourly Minimum</u>	<u>Hourly Maximum</u>	<u>Classification</u>
61	\$40,682.82	\$64,349.38	\$19.56	\$30.94	Public Works Management Assistant (E) Risk Manager Staff Accountant (E)
62	\$42,709.58	\$67,621.74	\$20.53	\$32.51	Animal Shelter/Control Supervisor Code Services Officer II Curator of Education (E) Electrician I Financial Analyst Payroll/Claims Specialist Planner (E) Planner I (E) Senior Accountant (E) Traffic Signs and Markings Supervisor
63	\$44,609.66	\$70,619.64	\$21.45	\$33.95	I.S. Software Specialist Infrastructure Analyst (E) Plans Examiner II (E) Senior Code Services Officer (E)
64	\$46,974.20	\$74,440.91	\$22.58	\$35.79	Administrative Assistant/Membership Coordinator (E) Administrative Supervisor (E) Administrative Coordinator/HR/PR (E) Assistant City Clerk (E) Cemetery Sexton (E) Community Relations Director (E) Horticulture Supervisor (E) Senior Plans Examiner (E) Utility Billing Supervisor (E)
65	\$49,212.07	\$78,029.95	\$23.66	\$37.51	Court Services Officer (E) Electrician II Fleet Maintenance Supervisor (E) Forestry Supervisor (E) GIS Coordinator (E) Grant Administrator (E) Park Supervisor (E) PC Network Coordinator Planner II (E) Project Coordinator (E) Recreation Supervisor (E) Safety Specialist (E) Street Supervisor (E) Zoo Curator (E)
66	\$51,639.95	\$81,956.78	\$24.83	\$39.40	City Surveyor (E) Douglass Center Director (E) Engineer I (E) Human Resource Specialist (E) Park Planner (E) Recreation Specialist/Aquatics (E) Traffic Superintendent (E)
67	\$53,941.16	\$85,545.82	\$25.93	\$41.13	Assistant Zoo Director (E) Engineer II (E) Operations & Budget Officer (E) Senior Park Planner (E)
68	\$56,727.94	\$90,042.68	\$27.27 \$19.81	\$43.29 \$31.44	Assistant Airport Director (E) Battalion Chief (E) (2912 hours annually) Battalion Chief of Training (E) (2080 hours annually) Building Official (E) Director of Recreation (E)

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>	<u>Hourly Minimum</u>	<u>Hourly Maximum</u>	<u>Classification</u>
68	\$56,727.94	\$90,042.68	\$27.27	\$43.29	Fire Marshal (E) Park Superintendent (E) Senior Planner (E) Street & Fleet Superintendent (E) Utilities Superintendent (E) Wastewater Treatment Plant Superintendent (E) Water Treatment Plant Superintendent (E)
69	\$59,514.73	\$94,518.42	\$28.61	\$45.44	City Prosecutor (E)
70	\$62,449.30	\$99,247.51	\$30.02	\$47.72	Assistant to the City Manager (E) Assistant Chief of Operations Assistant Chief of Support City Clerk/Communication Manager (E) City Controller (E) Civil Design/Traffic Engineer (E) Flint Hills Discovery Center Director (E) Stormwater Engineer (E) Zoo Director (E)
71	\$65,468.31	\$104,061.05	\$31.48	\$50.03	Environmental Compliance Manager (E) Information Systems Manager (E)
72	\$68,698.45	\$109,212.38	\$33.03	\$52.51	Principal Civil Engineer (E) Assistant Director of Finance (E) Assistant Director of Planning (E) Deputy Fire Chief/Deputy Director of Fire Services (E)
73	\$72,055.26	\$114,595.94	\$34.64	\$55.09	Assistant City Attorney (E) Assistant Director of Parks and Recreation (E)
74	\$75,580.96	\$120,190.62	\$36.34	\$57.78	Assistant Director of Public Works/Utilities (E) City Engineer/Assistant Director of Public Works (E)
75	\$79,254.45	\$126,144.20	\$38.10	\$60.65	Airport Director (E) Director of Community Development (E) Director of Human Resources (E)
76	\$83,096.83	\$133,111.16	\$39.95	\$64.00	Fire Chief/Director of Fire Services (E)
77	\$87,234.78	\$138,832.51	\$41.94	\$66.75	Assistant City Manager (E) Director of Finance (E)
78	\$91,604.97	\$145,905.03	\$44.04	\$70.15	Deputy City Attorney (E) Director of Parks and Recreation (E) Director of Public Works (E)
79	\$98,677.49	\$158,002.21	\$47.44	\$75.96	City Attorney (E) Deputy City Manager (E)

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

<u>Annual Minimum</u>	<u>Annual Maximum</u>	<u>Position</u>
\$36,482.89	\$76,006.00	Municipal Judge (E)
\$27,189.30	\$73,742.34	Public Defender (E)

TEMPORARY FULL- & PART-TIME PAY PLAN

<u>Minimum</u>	<u>Maximum</u>	<u>Position</u>
\$7.25	\$25.43	Assorted Temporary/Seasonal positions
\$10.11	\$15.75	Student Firefighter
\$7.88	\$21.00	Intern

SECTION 3. It is the policy of the City that the salary provided for all employees is for the purpose of obtaining, retaining, and motivating competent individuals to deliver the necessary services required by the residents of the city. Within sound fiscal policy, salaries will be provided on the basis of internal equity and external competitiveness. When at all possible, a consistent relationship will be established between salary opportunity and job content. The current pay plan was recommended by City Administration following recommendations of the McGrath Consulting Group's "Classification and Compensation Study", and accepted by the City Commission on August 1, 2006 and updated and accepted by the City Commission on July 1, 2014. The "Classification and Compensation Study" provides the basis for administering and maintaining this policy and pay plan, in conjunction with the salary administration policy and guidelines developed and administered by the City Manager.

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. However, an employee who receives a less than satisfactory performance evaluation shall not receive an economic increase, and therefore, may receive less than the minimum of the pay grade.

SECTION 5. The minimum rate of pay for a class shall normally be paid upon original appointment to a position with the City of Manhattan. The Department Head may recommend hiring new employees up to 10% above the minimum of a salary range based on the qualifications of the individual being considered for appointment and budget availability to pay the proposed salary. Hiring at rates between 10% - 20% above the minimum shall only be allowed in exceptional cases and would require the approval of the City Manager. In making such determination to hire above the minimum, the Director of Human Resources shall consider the relationship of the proposed salary to the salaries of current employees within the grade, the applicant's qualifications, and the competitive conditions of the employment market at the time of hire.

SECTION 6. Salary increases within the range shall not be routine or automatic, but will be granted strictly on the basis of work performance 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:

Mavor	\$6,720
City Commissioners	\$5,520
City Manager	Such amount as established by the Governing Body through a contract between the City and the City Manager.

SECTION 11. Vehicle allowances shall be authorized and administered by the City Manager in accordance with the City's Personnel Policy Manual according to the following scale:

<u>Position:</u>	<u>Monthly Allowance:</u>
Operational Department Directors	up to \$300
Administrative Department Directors	up to \$250
Asst Department Directors/Key Mgmt Staff	up to \$200

SECTION 12. All ordinances in conflict with this ordinance relative to the classification and compensation of employees of the City of Manhattan, Kansas, shall be and the same are hereby repealed.

SECTION 13. This Salary Ordinance shall take effect Sunday, December 20, 2015, and after its publication in *The Manhattan Mercury*.

PASSED BY THE GOVERNING BODY THIS 1ST DAY OF SEPTEMBER, 2015.





Gary S. Fees, MMC, City Clerk



Karen McCulloh, Mayor