



**Proposed FY 2025 Compensation Plan  
Survey Results Report**

**Presented June 2024**

## **1. EXECUTIVE SUMMARY**

The following report was prepared by the Human Resource Department for recommended consideration in implementing the FY 2025 City of Minot Compensation Plan.

### **A. SUMMARY OF PROJECT, CITY RETENTION AND FISCAL IMPACT**

1. The City of Minot Human Resource Department completes an annual salary survey each year in preparation for budgeted salary projections in the next fiscal year, and in an effort to stay competitive for workforce recruitment and retention. The survey is completed using data compiled from respondents in comparable municipalities and counties. The survey this year requested data on 55 positions, and was forwarded to 14 agencies for general City positions, and 9 agencies for airport specific positions.
2. The current year-to-date turnover rate, based on budgeted FTEs, is 4.56%; this rate does not include employees who have left due to retirement. The current rate is up from the rate experienced this same time last year, which was 2.90%. If the current trend continues, the annual turnover rate for 2024 should be approximately 10.94%. The final turnover rate for 2023 was 9.42% in comparison. Although current and projected turnover rates look low, it is important to note that several open positions in the police department and public works departments have remained unfilled for the past several months, as we struggle with low unemployment and a reduced available workforce.
3. The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371. The cost of market adjustments has been significantly impacted this year due to grade movement of public safety positions (police department sworn officers and fire department control staff which are the single largest departments in the City), and public works/utilities positions.

## **B. SUMMARY OF RECOMMENDATIONS FOR FY 2025**

1. Continue to utilize the City's Permanent Grade and Step Table.
2. Continue established policy to maintain "step rights" for employees in positions that are reclassified.
3. Adopt the FY 2025 base salary grade assignments as indicated in Table 3-Salary Ranges per Job Class (page 9)
4. Bring the salaries of all employees to the prevailing rate indicated and back to their original Step within the new salary grade proposed for the job class in FY 2025.
5. Annually reallocate job classes to different salary grades on the Grade and Step Table reflecting the varying prevailing rate movement of each job class in the marketplace.
6. Allow Employees currently at Step 17, who are in positions that will not be reclassified to a higher grade in FY 2025, to be afforded a cost of living stipend equal to 2% until the position experiences salary range(s) reclassification.
7. **Recommend reviewing the 17-step structure of the current pay plan to determine if the structure has continued viability.**

## 2. EXTERNAL COMPETITIVENESS COMPARISONS

The following information and tables compare the City of Minot's current salary structure to similar occupations of public and private employers, for which the City competes to obtain and retain quality employees.

### A. SOURCES OF EXTERNAL DATA

#### 1. Pay Information of Individual Public Employers

Information was obtained to complete the salary plan from the following government entities and data was compiled for their job classes that matched the City's salary survey benchmarks

##### Core Comparators

Aberdeen, City of  
Billings, City of  
Bismarck, City of  
Burleigh County  
Dickinson, City of  
Fargo, City of  
Grand Forks, City of  
Mandan, City of  
Moorhead, City of  
Rapid City, City of  
Stark County  
State of North Dakota  
Ward County  
Williams County

##### Additional Airport Employers

Bismarck International Airport  
Dickinson, City of  
Hector International Airport-Fargo  
Grand Forks Airport  
Missoula County Airport Authority  
Outagamie Regional Airport  
Rapid City Airport  
Williston Airport

#### 2. Private Employers

Data was compiled on available similar occupational job classes in the private sector, as reported by Economic Research Institute (ERI) Salary Assessor Survey. To compensate for the cost of living differential in the state, data from the Minot, Bismarck and Fargo areas was used to determine average pay for the State/Region.

### B. SALARY RANGE MINIMUM, MIDPOINT, AND MAXIMUM COMPARISON

The standard "structure-to-structure", or salary range method is used to compare the City's salary grades to prevailing rates. The City's salary structures and the prevailing rates are represented by the Midpoint of each occupation, which are the amounts employers pay for sustained competent job performance. Comparisons were also made at salary structure Minimum Levels and Maximum Levels to gain insight into average pay range among the comparators as well, and to assist the competitiveness of Minot's entry and top structure rates when developing the compensation plan.

## C. EXTERNAL PREVAILING RATE COMPARISONS

**Table 1** of the following page summarizes the comparison of the City's current Minimum, Midpoint and Maximum for surveyed job classes with available data.

NOTE: Relationship of +/-5% to the prevailing rates is considered comparable prevailing rates.

### Pay Range Minimum (Step 1) Comparison

Relationship to Prevailing Rates	2023		2024		2025	
	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	48	67%	40	82%	41	95%
Comparable	21	29%	9	18%	2	5%
Above	3	4%	0	0%	0	0%

### Pay Range Midpoint (Step 9) Comparison

Relationship to Prevailing Rates	2023		2024		2025	
	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	49	68%	40	82%	42	98%
Comparable	21	29%	9	18%	1	2%
Above	2	3%	0	0%	0	0%

### Pay Range Maximum (Step 17) Comparison

Relationship to Prevailing Rates	2023		2024		2025	
	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	42	58%	29	60%	34	79%
Comparable	25	35%	20	40%	9	21%
Above	5	7%	0	0%	0	0%

**Table 2 Prevailing Market Data Summary of Positions Surveyed**

Benchmark Job Classes	Range Min Variance	Range Mid Variance	Range Max Variance
Accountant	-9.99%	-7.84%	-3.69%
Administrative Clerk	-11.90%	-10.77%	-7.47%
Airport Director	-12.54%	-15.41%	-14.61%
Airport Facility Technician I	-13.14%	-9.70%	-5.46%
Airport Ops/Maintenance Manager	-9.86%	-9.80%	-7.86%
Airport Operations and Maintenance Technician I	-10.43%	-8.22%	-6.52%
Building/Grounds Worker	-12.16%	-10.20%	-7.08%
City Attorney	-11.66%	-9.75%	-6.45%
<b>City Clerk – Survey Data Limited</b>			
City Manager	-12.19%	-11.34%	-8.86%
Commercial Plan Reviewer – Survey Data Limited			
Communication/Engagement Manager-Survey Data Limited			
Communication Specialist – Survey Data Limited			
Comptroller	-11.68%	-10.79%	-8.54%
Dispatcher	-3.45%	-4.51%	-3.19%
Engineering Technician I	-11.51%	-10.91%	-8.59%
Evidence/Property Technician	-6.96%	-7.96%	-6.97%
Executive Secretary	-4.66%	-6.80%	1.27%
Finance Director	-15.21%	-14.33%	-12.27%
Financial Clerk	-13.30%	-10.66%	-6.60%
Fire Battalion Chief	-7.68%	-6.42%	-2.71%
Fire Captain	-10.61%	-8.07%	-3.53%
Fire Chief	-14.79%	-13.99%	-11.98%
Firefighter	-12.31%	-9.19%	-4.43%
<b>Foreman, All Departments Avg</b>	-5.13%	-7.17%	-5.07%
GIS Coordinator	-14.45%	-14.29%	-12.66%
Heavy Equipment Operator	-9.46%	-9.17%	-7.11%
Human Resource Generalist	-16.65%	-14.60%	-12.28%
Info Technology Tech I	-11.66%	-8.61%	-5.04%
<b>Inspector I, All Building Trades Avg</b>	-7.35%	-5.78%	-1.92%
Light Equipment Operator	-9.50%	7.14%	-4.26%
Mechanic	-8.80%	-7.04%	-3.73%

<b>Office and Administrative</b>			
Specialist	-11.02%	-8.58%	-5.38%
Police Captain	-9.09%	-8.52%	-6.36%
Police Chief	-13.84%	-13.24%	-11.65%
Police Lieutenant	-8.40%	-8.12%	-5.77%
Police Officer	-8.95%	-8.22%	-5.24%
Police Sergeant	-9.75%	-10.14%	-9.33%
Project Civil Engineer I	-9.37%	-8.23%	-6.93%
Property Appraiser	-10.79%	-9.31%	-6.88%
<b>Public Safety Answering Point</b>			
Manager	-11.47%	-7.94%	-5.39%
Public Works Director	-9.05%	-7.53%	-5.10%
<b>Superintendent-All Dept Avg</b>	-10.75%	-9.41%	-7.49%
Traffic Maintenance Tech I	-10.05%	-8.00%	-5.92%
Utilities Director	-9.62%	-7.64%	-5.13%
Utility Operator I	-9.73%	-7.98%	-5.38%
<b>Utility Operator Lead-Survey Data Limited</b>			
Water Plant Operator I	-11.74%	-9.56%	-6.76%

### **3. SALARY GRADE STRUCTURE**

The City of Minot's current Salary Grade Table is the salary structure that will continue to be used in FY 2025 for City employee salary compensation.

#### **A. SALARY GRADE TABLE**

The Permanent Salary Grade Table provides equal in-range salary opportunity of 17 steps with each step equal to 2.50%. This allows for a 43% Minimum to Maximum salary change for each job classification. With uniform increases we are more able to precisely link each job class to external prevailing rates with use of a Calculated Midpoint. Uniform increases also allow for more accurate budgeting from year-to-year.

#### **B. ANNUAL SALARY GRADE ADJUSTMENTS**

Job classes are annually reassigned on an individual basis as needed to different salary grades, to reflect movement in the market. The City of Minot will continue this practice as budget allows, to assist in overall competitiveness of the City's compensation plan.

## **4. RECOMMENDED FY 2025 ANNUAL COMPENSATION PLAN**

The following paragraphs and tables outline the recommended FY 2025 compensation plan for the City of Minot and the estimated fiscal impact.

### **A. RECOMMENDED STEP RETENTION POLICY**

The City of Minot has in the past adopted a permanent policy to place its salary competitiveness policy at 100%-105% of the prevailing rates, defined as +/-5% of survey averages on benchmarked job classes.

The City of Minot has also adopted a policy, within budget allowances, to maintain step rights for those employees whose jobs are reclassified due to prevailing rate changes. In the past employees were not placed in their original corresponding step amount when the job was reclassified. This resulted in a setback for employees with regard to job equity and increased compression between entry level employees and existing employees. We continue monitor compression issues annually.

### **B. ASSIGNMENT OF JOB CLASSES TO SALARY GRADES**

Table 3 in the following pages shows the recommended FY 2025 salary grades for each of the job classes in occupational group order. Benchmark job classes were placed as close to the prevailing rates for comparable job classes as was practical, by matching the City's calculated Grade Midpoints to the survey benchmark rates.

Professional judgment is used to prevent illogical relationships that could result from survey data directly linked into salary ranges. Non-benchmark job classes were linked to benchmark job classes by professional judgment as detailed in Table 4.

### **C. ESTIMATED FISCAL IMPACT OF THE RECOMMENDED COMPENSATION PLAN**

The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371.

**Table 3 – Salary Ranges Per Job Class (Job Class Order)**

Occupational Job Families and Job Classes	Old Grade	New Grade			
			Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<b><u>Executive Group</u></b>					
City Manager	95	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	91	94	\$129,200	\$157,418	\$191,798
Communication and Engagement Manager	73		\$76,924	\$93,724	\$114,194
Disaster Recovery Grant Manager	70		\$71,432	\$87,032	\$106,041
City Clerk	64	66	\$64,713	\$78,847	\$96,067
Grant Project Compliance Coordinator	62		\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	58	60	\$55,802	\$67,990	\$82,839
Communication Specialist	54	56	\$50,554	\$61,595	\$75,048
<b><u>Human Resource Group</u></b>					
Human Resource Director	79		\$89,208	\$108,692	\$132,430
Human Resource Generalist, Senior	62	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist	56	60	\$55,802	\$67,990	\$82,839
Human Resource Specialist		56	\$50,554	\$61,595	\$75,048
<b><u>Legal Group</u></b>					
City Attorney	84	86	\$106,041	\$129,200	\$157,418
Assistant City Attorney	75	77	\$84,910	\$103,454	\$126,049
Staff Attorney	68		\$67,990	\$82,839	\$100,931
Legal Administrative Assistant	52		\$45,799	\$55,802	\$67,990
<b><u>Administrative Support Group</u></b>					
Clerk Of Municipal Court	58		\$53,113	\$64,713	\$78,847
Executive Secretary	54	55	\$49,321	\$60,093	\$73,217
Office and Administrative Specialist, Senior	54	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist	51	53	\$46,944	\$57,197	\$69,689
Administrative Clerk, Principal	49	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Senior	46	49	\$42,529	\$51,818	\$63,135
Administrative Clerk	43	46	\$39,493	\$48,118	\$58,627
<b><u>Finance And Accounting Group</u></b>					
Finance Director	86	90	\$117,049	\$142,613	\$173,760
Comptroller	75	78	\$87,032	\$106,041	\$129,200
City Treasurer	71	74	\$78,847	\$96,067	\$117,049
Senior Internal Auditor	66	68	\$67,990	\$82,839	\$100,931
Accountant, Senior	64	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	63	65	\$63,135	\$76,924	\$93,724
Internal Auditor	62	64	\$61,595	\$75,048	\$91,438
Accountant	60	62	\$58,627	\$71,432	\$87,032
Financial Specialist Sr	57	60	\$55,802	\$67,990	\$82,839
Financial Specialist	55	58	\$53,113	\$64,713	\$78,847
Financial Clerk, Senior	48	51	\$44,682	\$54,441	\$66,331
Financial Clerk	45	48	\$41,492	\$50,554	\$61,595
<b><u>Management Information Systems Group</u></b>					

Information Technology Manager	75	\$80,818	\$98,469	\$119,975
Networks/Communication				
Information Technology Manager Systems/Support	75	\$80,818	\$98,469	\$119,975
Information Technology Specialist, Senior	64	66	\$64,713	\$78,847
Information Technology Specialist	60	62	\$58,627	\$71,432
Information Technology Technician II	56	58	\$53,113	\$64,713
Information Technology Technician I	52	54	\$48,118	\$58,627
<b><u>City Assessor Group</u></b>				
City Assessor	79		\$89,208	\$108,692
Assistant City Assessor	70		\$71,432	\$87,032
Property Appraiser, Senior	64	66	\$64,713	\$78,847
Property Appraiser	58	60	\$55,802	\$67,990
Property Assessment Specialist	54	56	\$50,554	\$61,595
<b><u>Law Enforcement Command Group</u></b>				
Police Chief	86	90	\$117,049	\$142,613
Police Captain	77	79	\$89,208	\$108,692
Police Lieutenant	72	74	\$78,847	\$96,067
<b><u>Law Enforcement Operations Group</u></b>				
Police Sergeant	66	69	\$69,689	\$84,910
Police Officer, Master	62	64	\$61,595	\$75,048
Police Officer, Senior	60	62	\$58,627	\$71,432
Police Officer	58	60	\$55,802	\$67,990
Digital Forensic Analyst	50	52	\$45,799	\$55,802
Evidence and Property Technician	50	52	\$45,799	\$55,802
Intelligence Analyst	50	52	\$45,799	\$55,802
Community Service Officer replaces Animal Control Off	48		\$41,492	\$50,554
Law Enforcement Office Manager		59	\$54,441	\$66,331
Law Enforcement Office Specialist III		54	\$48,118	\$58,627
Law Enforcement Office Specialist II		51	\$44,682	\$54,441
Law Enforcement Office Specialist I		48	\$41,492	\$50,554
<b><u>Public Safety Communications Group</u></b>				
Public Safety Answering Point Manager	68	70	\$71,432	\$87,032
Assistant Public Safety Answering Point Manager	65	67	\$66,331	\$80,818
Dispatcher, Lead	62		\$58,627	\$98,469
Dispatcher, Senior	56		\$50,554	\$71,432
Dispatcher	52		\$45,799	\$67,990
<b><u>Fire Group</u></b>				
Fire Chief	86	90	\$117,049	\$142,613
Fire Battalion Chief	75	76	\$82,839	\$100,931
Fire Captain	67	69	\$69,689	\$84,910
Fire Marshal	64	66	\$64,713	\$78,847
Fire Inspector II	62	64	\$61,595	\$75,048
Fire Inspector I	60	62	\$58,627	\$71,432
Firefighter, Senior	58	60	\$55,802	\$67,990
Firefighter	56	58	\$53,113	\$64,713
<b><u>Community Development</u></b>				
Community and Economic Development Director	84		\$100,931	\$122,975
Economic Development Administrator	76		\$82,839	\$100,931
Principal Planner	73		\$76,924	\$93,724
Planner III / Senior Planner	68		\$67,990	\$114,194
				\$149,833
				\$122,975
				\$100,931
				\$82,839
				\$114,194
				\$100,931

Planner II /Associate Planner	64		\$61,595	\$75,048	\$91,438
Planner I / Assistant Planner	60		\$55,802	\$67,990	\$82,839
Zoning / Code Enforcement Inspector	52		\$45,799	\$55,802	\$67,990
Planning and Code Enforcement Assistant	46	49	\$42,529	\$51,818	\$63,135

#### Inspections Group

Building Official	75		\$80,818	\$98,469	\$119,975
Senior Building Inspector II	65	67	\$66,331	\$80,818	\$98,469
Senior Building Inspector	63	65	\$63,135	\$76,924	\$93,724
Building Inspector III	63	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	63	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	63	65	\$63,135	\$76,924	\$93,724
Building Inspector II	61	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	61	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	61	62	\$58,627	\$71,432	\$87,032
Building Inspector I	57	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	57	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	57	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer		58	\$53,113	\$64,713	\$78,847
Residential Plan Reviewer	53		\$46,944	\$57,197	\$69,689

#### Traffic Group

Traffic Engineer	74		\$78,847	\$96,067	\$117,049
Traffic Foreman	61	63	\$60,093	\$73,217	\$89,208
Traffic Maintenance Technician III	58	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician I	52	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Worker	48	50	\$43,593	\$53,113	\$64,713

#### Engineering Group

City Engineer	86		\$106,041	\$129,200	\$157,418
Assistant City Engineer	76		\$82,839	\$100,931	\$122,975
Project Manager Field/Design	71	73	\$76,924	\$93,724	\$114,194
Project Civil Engineer II	70	72	\$75,049	\$91,438	\$111,409
Project Civil Engineer I	68	70	\$71,432	\$87,032	\$106,041
GIS Coordinator	61	65	\$63,135	\$76,924	\$93,724
CAD Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician II	57	60	\$55,802	\$67,990	\$82,839
GIS Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician I	53	56	\$50,554	\$61,595	\$75,048
CAD Technician	53	56	\$50,554	\$61,595	\$75,048
GIS Technician	53	56	\$50,554	\$61,595	\$75,048

#### Vehicle Maintenance Group

Bus Services/Shop Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	72	74	\$78,847	\$96,067	\$117,049
Bus Services Foreman	61	63	\$63,135	\$76,924	\$93,724
Shop Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Fire Equipment Mechanic	61	63	\$63,135	\$76,924	\$93,724
Mechanic, Senior	56	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	56	57	\$53,113	\$64,713	\$78,847
Mechanic	53	54	\$48,118	\$58,627	\$71,432
Parts Specialist	47	48	\$41,492	\$50,554	\$61,595
Light Mechanic	45	46	\$39,493	\$48,118	\$58,627
Parts Specialist/Bus Driver	47	50	\$43,593	\$53,113	\$64,713

Bus Driver	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver	44	47	\$40,480	\$49,321	\$60,093
<b><u>Street Maintenance Group</u></b>					
Street Superintendent	72	74	\$78,847	\$96,067	\$117,049
Street Foreman	61	63	\$63,135	\$76,924	\$93,724
Storm Sewer Foreman	61	63	\$63,135	\$76,924	\$93,724
<b><u>Equipment Operator Group</u></b>					
Heavy Equipment Operator	52	54	\$48,118	\$58,627	\$71,432
Medium Equipment Operator	49	50	\$43,593	\$53,113	\$64,713
Light Equipment Operator	46	47	\$40,480	\$49,321	\$60,093
<b><u>Building and Grounds Maintenance Group</u></b>					
Property Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Building and Grounds Foreman	61	63	\$63,135	\$76,924	\$93,724
Building and Grounds Worker, Senior	51	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker	45	48	\$41,492	\$50,554	\$61,595
<b><u>Public Works Management Group</u></b>					
Public Works Operations Director	87	89	\$114,194	\$139,134	\$169,522
Utilities Director	87	89	\$114,194	\$139,134	\$169,522
Senior Project Manager Field/Design	73	75	\$80,818	\$98,469	\$119,975
<b><u>Airport Operations</u></b>					
Airport Director	84	89	\$114,194	\$139,134	\$169,522
Airport Business and Development Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Facility Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Operations and Maintenance Technician Lead	58		\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician I	50	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead		52	\$45,799	\$55,802	\$67,990
Airport Facility Technician II	48	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician I	44	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	38	44	\$37,590	\$45,799	\$55,802
<b><u>Cemetery Operations Group</u></b>					
Cemetery Superintendent	68	70	\$71,432	\$87,032	\$106,041
<b><u>Sanitation/Landfill Operations Group</u></b>					
Sanitation/Landfill Superintendent	72	74	\$78,847	\$96,067	\$117,049
Landfill Foreman	61	63	\$63,135	\$76,924	\$93,724
Sanitation Foreman	61	63	\$63,135	\$76,924	\$93,724
Landfill Attendant/LEO	45	47	\$40,480	\$49,321	\$60,093
Landfill Attendant	43	46	\$39,493	\$48,118	\$58,627
<b><u>Water Plant Operations Group</u></b>					
Water Plant Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water Plant Foreman	61	63	\$63,135	\$76,924	\$93,724
Water Plant Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	54	56	\$50,554	\$61,595	\$75,048
Water Plant Operator III	52	54	\$48,118	\$58,627	\$71,432

Water Plant Operator II	50	52	\$45,799	\$55,802	\$67,990
Water Plant Operator I	48	50	\$43,593	\$53,113	\$64,713
Public Works Laboratory Technician	53	55	\$49,321	\$60,093	\$73,217

**Water/Wastewater Operations Group**

Water/Wastewater Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Foreman	61	63	\$63,135	\$76,924	\$93,724
Utility Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Utility Operator III	52	54	\$48,118	\$58,627	\$71,432
Utility Operator II	50	52	\$45,799	\$55,802	\$67,990
Utility Operator I	48	50	\$43,593	\$53,113	\$64,713

**Table 4 – Non-Benchmark to Benchmark Position Linkage Table**

<u>Non-Benchmark Job Class</u>	<u>Linked to Benchmark Job Class</u>	<u>Calculation</u>
Accountant Senior	Accountant	Plus 4 Ranges
Administrative Clerk Senior	Administrative Clerk	Plus 3 Ranges
Administrative Clerk Principal	Administrative Clerk	Plus 6 Ranges
Administrative Clerk/Bus Driver	Administrative Clerk	Plus 1 Range
Administrative Clerk/Bus Driver Sr	Administrative Clerk	Plus 4 Ranges
Airport Business & Development Manager	Airport Operations and Maintenance Manager	Equal to
Airport Facility Technician II	Airport Facility Technician I	Plus 4 Ranges
Airport Facility Technician Lead	Airport Facility Technician I	Plus 6 Ranges
Airport Operations and Maintenance Technician II	Airport Operations and Maintenance Technician I	Plus 4 Ranges
Airport Operations and Maintenance Technician Lead	Airport Operations and Maintenance Technician I	Plus 6 Ranges
Airport Security Specialist	Community Services Officer	Less 4 Ranges
Assistant City Assessor	City Assessor	Less 9 Ranges
Assistant City Attorney	City Attorney	Less 9 Ranges
Assistant City Engineer	City Engineer	Less 10 Ranges
Assistant City Manager	City Manager	Less 4 Ranges
Assistant Public Safety Answering Point Manager	Public Safety Answering Point Manager	Less 3 Ranges
Building and Grounds Worker Senior	Building and Grounds Worker	Plus 6 Ranges
Bus Driver	Administrative Clerk/Bus Driver	Plus 3 Ranges
Business Systems Analyst	Accountant	Plus 3 Ranges
CAD Technician	Engineering Technician I	Equal to
CAD Technician II	Engineering Technician I	Plus 4 Ranges
Cemetery Superintendent	Property Maintenance Superintendent	Less 4 Ranges
City Assessor	Human Resource Director	Equal to
City Clerk	Human Resource Generalist Senior	Equal To

City Treasurer	Comptroller	Less 4 Ranges
Commercial Plan Reviewer	Residential Plan Reviewer	Plus 5 Ranges
Communication Specialist	Public Safety Outreach Officer	Less 4 Ranges
Community/Economic Development Director	City Engineer	Less 2 Rages
Digital Forensic Analyst	Evidence and Property Technician	Equal To
Dispatcher Lead	Dispatcher	Plus 10 Ranges
Dispatcher Senior	Dispatcher	Plus 4 Ranges
Economic Development Administrator	Community/Economic Development Director	Less 8 Ranges
Engineering Technician II	Engineering Technician I	Plus 4 Ranges
Financial Clerk Senior	Financial Clerk	Plus 3 Ranges
Financial Specialist	Financial Clerk	Plus 10 Ranges
Financial Specialist Senior	Financial Clerk	Plus 12 Ranges
Fire Equipment Mechanic	Foreman (All Departments)	Equal To
Fire Inspector I	Firefighter	Plus 4 Ranges
Fire Inspector II	Firefighter	Plus 6 Ranges
Fire Marshall	Firefighter	Plus 8 Ranges
Firefighter Senior	Firefighter	Plus 2 Ranges
Foreman Positions (All)	Foreman (All Departments)	Equal To
GIS Technician	Engineering Technician I	Equal To
GIS Technician II	Engineering Technician I	Plus 4 Ranges
Human Resource Generalist Senior	Human Resource Generalist	Plus 6 Ranges
Information Technology Specialist	Information Technology Technician I	Less 8 Ranges
Information Technology Spec. Sr	Information Technology Specialist	Plus 4 Ranges
Information Technology Technician II	Information Technology Technician I	Plus 4 Ranges
Intelligence Analyst	Evidence and Property Technician	Equal To
Inspector II (All Specialties)	Inspector I (All Specialties)	Plus 4 Ranges
Inspector III (All Specialties)	Inspector II (All Specialties)	Plus 3 Ranges
Internal Auditor	Accountant	Plus 2 Ranges
Landfill Attendant	Administrative Clerk	Equal To
Landfill Attendant/LEO	Light Equipment Operator	Equal To
Law Enforcement Office Manager	Office and Administrative Specialist Sr	Plus 3 Ranges
Law Enforcement Office Specialist I	Administrative Clerk	Plus 2 Ranges
Law Enforcement Office Specialist II	Administrative Clerk	Plus 5 Ranges
Law Enforcement Office Specialist III	Administrative Clerk	Plus 8 Ranges
Light Mechanic	Mechanic	Less 8 Ranges
Mechanic Senior	Mechanic	Plus 3 Ranges
Medium Equipment Operator	Light Equipment Operator	Plus 3 Ranges
Office and Administrative Specialist Sr	Office and Administrative Specialist	Plus 3 Ranges
Parking Enforcement Officer	Police Officer	Less 16 Ranges

Parts Specialist	Mechanic	Less 6 Ranges
Parts Specialist/Bus Driver	Administrative Clerk/Bus Driver Sr	Equal to
Planning and Code Enforcement Assist.	Administrative Clerk Sr	Equal to
Police Officer Senior	Police Officer	Plus 2 Ranges
Police Officer Master	Police Officer	Plus 4 Ranges
Project Civil Engineer II	Project Civil Engineer I	Plus 2 Ranges
Project Manager	Project Civil Engineer I	Plus 3 Ranges
Project Manager Senior	Project Civil Engineer I	Plus 5 Ranges
Property Assessment Specialist	Office and Administrative Specialist, Sr	Equal To
Property Appraiser Senior	Property Appraiser	Plus 6 Ranges
Public Safety Outreach Officer	Human Resource Generalist	Equal to
Public Works Laboratory Technician	Utility Operator III	Plus 1 Range
Recycling Coordinator	All Department Foremen	Equal to
Residential Plan Reviewer	Engineering Technician I	Equal to
Senior Building Inspector I	Building Inspector III	Equal to
Senior Building Inspector II	Senior Building Inspector I	Plus 2 Ranges
Senior Internal Auditor	Internal Auditor	Plus 4 Ranges
Superintendents (All not mentioned)	Superintendents(Street, Sanitation WTP)	Equal To
Traffic Maintenance Technician II	Traffic Maintenance Technician I	Plus 2 Ranges
Traffic Maintenance Technician III	Traffic Maintenance Technician I	Plus 6 Ranges
Traffic Maintenance Worker	Traffic Maintenance Technician I	Less 4 Ranges
Utility Operator II	Utility Operator I	Plus 2 Ranges
Utility Operator III	Utility Operator I	Plus 4 Ranges
Utility Operator Lead	Utility Operator I	Plus 6 Ranges
Water Plant Instrumentation Technician	Water Plant Operator III	Plus 2 Ranges
Water Plant Operator II	Water Plant Operator I	Plus 2 Ranges
Water Plant Operator III	Water Plant Operator I	Plus 4 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges
Welder Fabricator	Mechanic	Plus 3 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges

## 5. IMPLEMENTATION OF THE FY 2025 COMPENSATION PLAN

Implementation of the updated compensation plan for FY 2025 will be controlled by the City's financial resources, with balance between the desire to pay all employees at the prevailing rates for their occupations, and available funds.

### A. JOB CLASSES BELOW PREVAILING MIDPOINT

It is recommended that salaries of all employees whose current positions fall below the prevailing rate be reclassified to within 100% -105% of the prevailing rate as proposed from this year's survey.

### B. STEP RE-CREATION

It is recommended that salaries of all employees in positions with a proposed grade change, be re-aligned to match their historical step achievement within the new proposed pay grades, which will move employee salaries for FY 2025 at the same pace as market-based pay grade adjustments.

### C. PAY PLAN STEP PROGRESSION

Progression through the steps of the plan will be as follows: If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2025 until the employee reaches midpoint of the range (step 9). Once an employee reaches midpoint and above (steps 9 through 16), the employee will progress one step (2.5%) on January 1, 2025 until the employee reaches step 17.

### D. COST OF LIVING STIPEND FOR EMPLOYEES AT MAXIMUM STEP

Continue the policy, adopted in 2018, of giving employees who have reached the maximum step in job grade, a cost of living stipend equal to 2%. This will continue until the position is reclassified to a higher grade.

### E. BEYOND 2025

Salary Surveys completed for the past five years (2020 through 2024) have shown salary grades progressively declining in comparable ranges, especially at minimum and midpoint ranges (Table 1 – External Prevailing Rate Comparisons, shown on page 5). **It is recommended the City review the 17-step structure of the current pay plan to determine if the structure has continued viability.**

Pay Plan Effective January 1, 2025

Pay Plan Effective January 1, 2025

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
61	Hourly	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Pay Period	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186
	Monthly	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903
	Yearly	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839
62	Hourly	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266
	Monthly	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076
	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910
63	Hourly	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84
	Pay Period	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347
	Monthly	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253
	Yearly	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032
64	Hourly	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89
	Pay Period	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431
	Monthly	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434
	Yearly	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208
65	Hourly	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96
	Pay Period	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517
	Monthly	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620
	Yearly	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438
66	Hourly	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605
	Monthly	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810
	Yearly	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724
67	Hourly	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19
	Pay Period	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695
	Monthly	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,206
	Yearly	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067
68	Hourly	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34
	Pay Period	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787
	Monthly	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206
	Yearly	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469
69	Hourly	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52
	Pay Period	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882
	Monthly	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931
70	Hourly	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Pay Period	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979
	Monthly	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621
	Yearly	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454
71	Hourly	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98
	Pay Period	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,180
	Monthly	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837
	Yearly	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$108,692
72	Hourly	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26
	Pay Period	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180
	Monthly	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058
	Yearly	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
73	Hourly	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90
	Pay Period	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392
	Monthly	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516
	Yearly	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194
74	Hourly	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27
	Pay Period	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502
	Monthly	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
	Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049
75	Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68
	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998
	Yearly	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975
76	Hourly	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Pay Period	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730
	Monthly	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975
77	Hourly	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60
	Pay Period	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848
	Monthly	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504
	Yearly	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049
78	Hourly	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12
	Pay Period	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969
	Monthly	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767
	Yearly	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200
79	Hourly	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67
	Pay Period	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093
	Monthly	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036
	Yearly	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430
80	Hourly	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26
	Pay Period	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221
	Monthly	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312
	Yearly	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741
81	Hourly	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89
	Pay Period	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351
	Monthly	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595
	Yearly	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134
82	Hourly	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56
	Pay Period	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485
	Monthly	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884
	Yearly	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613
83	Hourly	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28
	Pay Period	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622
	Monthly	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182
	Yearly	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178
84	Hourly	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03
	Pay Period	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763
	Monthly	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486
	Yearly	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
85	Hourly	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84
	Pay Period	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907
	Monthly	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798
	Yearly	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578
86	Hourly	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68
	Pay Period	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055
	Monthly	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118
	Yearly	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418
87	Hourly	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57
	Pay Period	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206
	Monthly	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446
	Yearly	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353
88	Hourly	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51
	Pay Period	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361
	Monthly	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782
	Yearly	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387
89	Hourly	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
	Pay Period	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520
	Monthly	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127
	Yearly	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522
90	Hourly	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	Pay Period	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683
	Monthly	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
91	Hourly	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63
	Pay Period	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850
	Monthly	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842
	Yearly	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
92	Hourly	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77
	Pay Period	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021
	Monthly	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213
	Yearly	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556
93	Hourly	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96
	Pay Period	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197
	Monthly	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593
	Yearly	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120
94	Hourly	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21
	Pay Period	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377
	Monthly	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983
	Yearly	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798
95	Hourly	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52
	Pay Period	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561
	Monthly	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383
	Yearly	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798	\$196,594
96	Hourly	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88
	Pay Period	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,054	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750
	Monthly	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792
	Yearly	\$135,740	\$139,135	\$142,613	\$146,178	\$149,832	\$153,578	\$157,416	\$161,352	\$165,386	\$169,522	\$173,759	\$178,104	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509

**Pay Plan Effective January 1, 2025**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
97	Hourly	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30
	Pay Period	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944
	Monthly	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212
	Yearly	\$139,134	\$142,613	\$146,178	\$149,832	\$153,578	\$157,417	\$161,351	\$165,386	\$169,521	\$173,760	\$178,103	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547
98	Hourly	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78
	Pay Period	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143
	Monthly	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643
	Yearly	\$142,612	\$146,178	\$149,832	\$153,578	\$157,417	\$161,352	\$165,385	\$169,521	\$173,759	\$178,104	\$182,556	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711

FIRE - Pay Plan Effective January 1, 2025

**FIREFIGHTER**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>	
<b>58</b>	2912 Rate	\$18.24	\$18.70	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08
	2080 Rate	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847

**FIREFIGHTER, SENIOR**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>	
<b>60</b>	2912 Rate	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45
	2080 Rate	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

**FIRE CAPTAIN**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>	
<b>69</b>	2912 Rate	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53
	2080 Rate	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454

**BATTALION CHIEF**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>	
<b>76</b>	2912 Rate	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53	\$36.42	\$37.33	\$38.26	\$39.21	\$40.20	\$41.20	\$42.23
	2080 Rate	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975

**FIRE CHIEF**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>	
<b>90</b>	HOURLY	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	BIWEEKLY	\$4,501.88	\$4,614.43	\$4,729.79	\$4,848.03	\$4,969.23	\$5,093.47	\$5,220.80	\$5,351.32	\$5,485.11	\$5,622.23	\$5,762.79	\$5,906.86	\$6,054.53	\$6,205.89	\$6,361.04	\$6,520.07	\$6,683.07
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760



# 2024 FRINGE BENEFIT SURVEY

## North Dakota Cities

### A. HOLIDAYS:

	New Years Day	Martin Luther King Day	President's Day	Good Friday	Memorial Day	Independence Day	Labor Day	Veterans Day	Thanksgiving Day	Day After Thanksgiving	Christmas Eve	Christmas Day	Personal Day / Floating Day
Bismarck	x	x	x	x	x	x	x	x	x		x*	x	
Dickinson	X	X	X	X	X	X	X	X	X			X	x
Grand Forks	x	x	x		x	x	x	x	x			x	x
Ward County	x	x*	x	x	x	x	x	x	x	x*		x	
Fargo	X	X	X	X	X	X	X	X	X			X	x
Minot	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X*</b>	<b>X</b>

\*When Governor declares as ½ holiday

\*Minot Christmas Holiday – The bolded/underlined days/dates below shall encompass the entire observed Christmas Holiday, depending on the day of the week Christmas Day falls, and no additional days shall be treated as the Christmas Holiday:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Dec	<b><u>26 Dec</u></b>	27 Dec	28 Dec	29 Dec	23 Dec	24 Dec
24 Dec	<b><u>25 Dec</u></b>	<b><u>26 Dec</u></b>	27 Dec	28 Dec	29 Dec	23 Dec
23 Dec	<b><u>24 Dec</u></b>	<b><u>25 Dec</u></b>	26 Dec	27 Dec	28 Dec	22 Dec
29 Dec	23 Dec	<b><u>24 Dec</u></b>	<b><u>25 Dec</u></b>	26 Dec	27 Dec	28 Dec
28 Dec	22 Dec	23 Dec	24 Dec	<b><u>25 Dec</u></b>	<b><u>26 Dec</u></b>	27 Dec
27 Dec	21 Dec	22 Dec	23 Dec	<b><u>24 Dec</u></b>	<b><u>25 Dec</u></b>	26 Dec
26 Dec	20 Dec	21 Dec	22 Dec	23 Dec	<b><u>24 Dec</u></b>	25 Dec

### B. SICK LEAVE POLICY:

Bismarck                    8 hours/month. Maximum annual carry-over of 960 hours.

Dickinson                    8 hours/month. Unlimited accumulation

Grand Forks                9 1/3 hours/month (112 hours per year). Unlimited accumulation.

Ward County                8 hours/month. Unlimited accumulation.

Fargo                        8 Hours/month. Maximum accumulation 960 hours.

Minot                        **Sick leave frozen with 7 additional accrual days added into PTO leave.**

### C. PAY FOR SICK LEAVE:

Bismarck                    40% pay-out of unused sick leave over 960 hours annually on 12/31.

Dickinson                    25% pay-out of unused sick leave

Grand Forks                After 5 years of service, 50% of unused sick leave upon termination or retirement at the rate presently earned for the first 960 hours and at the rate earned 6/30/81 for excess hours. For

hours over 960, employees have the option to sell back a portion of their prior year's sick leave up to 112 hours per year at a rate 50%.

Ward County	N/A
Fargo	N/A
Minot	N/A

#### **D. ANNUAL LEAVE POLICY:**

Bismarck	360 hours (45 days) maximum. If there are hours accumulated beyond 360, they must be used by New Years Day or are forfeited. Fire: 477 maximum
Dickinson	240 maximum. Excess vacation must be used prior to 12/31 or forfeited.
Grand Forks	Maximum of 2 year accrual dependent on service time with a max carry over of 352 hours. Vacation carryover is automatic from 12/31 each year to the following year. Excess vacation accrued must be used prior to 12/31 or are forfeited.
Ward County	240 hours (30 days) maximum. Excess vacation must be used prior to 12/31 or forfeited.
Fargo	Maximum accrual of 256 hours as of 12/31. Max carry-over, any hours of 256 will be forfeited.
Minot	<b>Transitioned to PTO Leave effective 01/01/2024.</b>

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo								
40 hrs- Monthly Hours	Annual	Per Pay Period	24 hrs- Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover	
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

#### Annual Leave Schedules Comparable Municipalities:

YEARS OF SERVICE	BISMARCK	DICKINSON	GRAND FORKS	WARD COUNTY	FARGO
0 - 6 months	12	12	0	12	12
6 months - 1 year	12	12	5	12	12
1 - 2 years	12	12	10 1/4	12	12
2 - 3 years	12	12	10 1/2	12	12
3 - 4 years	12	12	10 3/4	12	12
4 - 5 years	15	12	11	15	15
5 - 6 years	15	12	11 1/4	15	15
6 - 7 years	15	14	11 1/2	15	15
7 - 8 years	18	14	15 1/4	18	15
8 - 9 years	18	14	15 1/2	18	18
9 - 10 years	18	14	15 3/4	18	18
10 - 11 years	18	14	16	18	18
11 - 12 years	18	14	16 1/4	18	18
12 - 13 years	21	14	16 1/5	21	18
13 - 14 years	21	14	16 3/4	21	21
14 - 15 years	21	21	17	21	21
15 - 16 years	21	21	20 1/4	21	21
16 - 17 years	21	21	20 1/5	21	21
17 - 18 years	21	21	20 3/4	21	21
18 - 19 years	24	23	21	24	21
19 - 20 years	24	23	21 1/4	24	21
20 - 21 years	24	23	21 1/5	24	24
21 - 22 years	24	23	21 3/4	24	24
22 + years	24	24	22	24	24

#### E. LIFE INSURANCE:

Bismarck	City provides \$30,000 basic life plus AD&D. Cost to the city per month per employee is \$5.20. Disability is 2/3 of salary.
Dickinson	\$60000 for \$6.06 per month for employee and employer, \$5000 for spouse and \$2500 for child at \$0.94 per month each for employee. They can also elect supplemental Life and AD&D for additional cost depending on amounts and age of employee.

Grand Forks	City provides a \$35,000 Term Life policy. (Employee can buy up to \$400,000 in additional supplemental coverage.) Employee can elect up to \$150,000 for Spouse Term Life and AD&D at same rates as the employee. Child Term Life insurance available \$10,000 or \$15,000 coverage per child for a total of \$1.30 per month for \$10,000 or \$1.95 for \$15,000 (\$1.30/m covers all children). Long Term Disability: 66.6% of salary (max. \$4,444/mo.) 90 day consecutive qualifying period.
Ward County	Participates in basic term life insurance plan through NDPERS. Allows employees to buy additional supplemental life for spouse and dependent children.
Fargo	The City provides supplemental life insurance for its employees. It does not pay for Life Insurance on its employees.
Minot	<b>\$15,000 term life policy + \$15,000 AD&amp;D. Employee has option of additional \$15,000 + \$15,000 AD&amp;D at a cost of \$4.06 per month. Dependent coverage for spouse and children is optional to the employee at a cost of \$.30 per month.</b>

#### F. HEALTH INSURANCE:

Bismarck	Self-insured: City pays 100% of policy. \$200 deductible/Individual; (max. \$525/ family) 80/20 to \$1450 out-of-pocket; (max. \$4,275/family). City pays 100% of policy. \$20 co-pay for office visits. \$50 co-pay for emergency room. Preferred Pharmacy Network program.
Dickinson	NDPERS Plan: Employee Only \$733.38. Employee cost \$146.74. Employer contribution \$586.26. Employee + Family \$1,773.60. Employee cost \$354.72. Employer contribution \$1,418.88. For every 5 years employed by the City of Dickinson, the City will pay an additional 2.5% of your health insurance. Offer MetLife Dental and MetLife vision. Employee is in charge of full cost.
Grand Forks	BCBS Access Plan: Employer pays 75% and Employee pays 25% toward Single, Single plus dependent and Family coverage.
Ward County	NDPERS Health Plan: County pays 100% of policy.
Fargo	City pays 85% of single policy and 75% of family policy.
Minot	<b>Self-Insured BC/BS Select Choice Plan - \$250 deductible Single plan, \$375 deductible SPD plan, and \$500 Family plan.</b> <b>Single: 100%</b> <b>SPD: 92%</b> <b>Family: 82%</b>

#### G. LONGEVITY:

Bismarck	Plan eliminated in 1994.
Dickinson	Each Regular Full-time employee, as defined in Section 29.08.04050.14.1, who has been employed with the City for a period of five consecutive years or more shall be considered qualified and shall receive, in addition to his regular pay, a longevity payment. An employee who leaves his employment in good standing as determined by the City. Administrator and who has completed fifteen years of service shall be entitled to percentage pay-out of his longevity pay based on the percentage of calendar year completed at the time of termination. (Code 1637 § 1) Each qualified employee shall receive a longevity payment each year, for each month's service completed, computed as follows:

One through ten years of service \$3.00/month  
Eleven through twenty years of service \$3.50/month  
Twenty-one years and over service \$4.00/month  
18.13.2 Time of Payment

Employees receiving longevity pay must be employed at the time that the reimbursement is paid, except as described 18.13. Payments shall be made on or about December 15 of each year. No early payment will be made except as authorized in Subsection 29.08.04080.18.3

Grand Forks	Ended 1/1/2014
Ward County	N/A
Fargo	N/A
Minot	<b>Longevity for employees was frozen in 1980 based on the recommendation of the Public Administration Service. Those employees receiving longevity as of that time continued to receive monthly what they were receiving in 1980. Those not yet eligible to receive longevity payments as of 1980, as well as those employed since that time, do not receive longevity payments.</b>

## **H. SOCIAL SECURITY PARTICIPATION AND RETIREMENT BENEFITS**

Bismarck	Participates in Social Security (except for Police and Fire) and provides a City funded Defined Benefit Pension plan to its employees
Dickinson	Participates in Social Security.
Grand Forks	Participates in Social Security and in NDPERS Defined Benefit Pension plan.
Ward County	Participates in Social Security and in NDPERS Defined Benefit Pension plan.
Fargo	Participates in Social Security and in NDPERS Defined Benefit Pension plan.
Minot	Participates in NDPERS Defined Benefit Pension Plan.

## **I. TUITION ASSISTANCE**

Bismarck	<p>The City offers \$3,000 a calendar year. There is no waiting period for an employee to apply for reimbursement. The breakdown is actually up to \$1,000 per course or the NDUS rate. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:</p> <p>One (1) year must pay back 100% of the paid tuition to the City. Two (2) years must pay back 50% of the paid tuition to the City. Three (3) years must pay back 25% of the paid tuition to the City. Four (4) years will not be required to pay back any amount to the City.</p>
Dickinson	<p>Approvals will be based upon the number of applications received and the amount budgeted, as well as the City Administrator's discretion in carrying out the vision and mission of the City. A maximum of \$1,500.00 will be available to any one employee per semester (or semester equivalent). These reimbursements are not for job-related training as described above, and are for education events performed on the employee's own time. The employee must be in good standing at the time of the application for tuition reimbursement. The continuing education program must correspond to an accredited program that either offers growth in an area related to the employee's current position, or</p>

that might lead to promotional opportunities. This may include courses for college credit, continuing education credit courses, seminars, and certification exams. A grade of "C" or its equivalent is required for reimbursement. Expenses must be validated by receipts, and a copy of the final grade or a completion certificate must be presented. In some cases, books and study materials may be included in the reimbursement request. The City will reimburse up to 70% of approved costs. The City will endeavor to make reimbursements equitable across departments, and to qualifying employees within budgetary restrictions. It shall retain the right to limit approvals or approval dollars so that the tuition reimbursement program will have maximum benefit to the most employees and to the City's needs. An employee who resigns or is terminated while attending a course previously approved for reimbursement will not receive reimbursement. An employee who leaves employment with the City within one year of receiving tuition reimbursement must repay the tuition on a pro-rated basis. The City will consider exceptions in extreme cases of health or safety.

**Grand Forks**

Eligible full-time employees will be entitled to a 40% refund of tuition upon the successful completion with a grade C or higher. A refund under this section shall be limited to a maximum total of 10 semester hours or 15 quarter hours in a calendar year. If the employee terminates or is terminated from employment within two years for which the employee received a refund, then the amount shall be immediately repaid by the employee to the City. The payment of tuition refund shall be subject to and contingent upon the appropriation and availability of funds in the annual budget. Final approval of requests for tuition refunds shall be left to the discretion of the Mayor based upon the best interests of the City.

**Ward County**

Ward County may at the discretion of the Department Head if budgeted for or with approval of the County Commission, contribute funding to personnel meeting the criteria, for training and expenses to college courses, training conferences, workshops and seminars which will enhance the Ward County organization.

**EXTENDED TRAINING:** With the approval of their Department Head and the County Commission, employees may be allowed to attend training, which involves extended time away from work while retaining full payment of wages. In the event an employee who has attended training involving extended time away and who received uninterrupted pay during such training resigns from employment or has employment terminated prior to completing three years of service, the employee may be required to repay all or portions of their unearned wages.

**Fargo**

Full-time employees are eligible for an annual reimbursement of up to \$2,000. Part-time (benefit eligible) employees may also receive financial assistance for job related courses. Part-time (benefit eligible) employees are eligible for an annual reimbursement of up to \$800.

**Minot**

The City will reimburse tuition only for up to four (4) courses per calendar year, at a maximum of \$1,000 per course. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:

One (1) year must pay back 100% of the paid tuition to the City.  
Two (2) years must pay back 50% of the paid tuition to the City.  
Three (3) years must pay back 25% of the paid tuition to the City.  
Four (4) years will not be required to pay back any amount to the City.

## **CLERK OF COMMISSION REPORT**

The current City of Minot Pay Plan was implemented in January of 2001 as the result of a recommendation by Public Sector Personnel Consultants and modified by the Civil Service Commission. Each year since, the City of Minot has performed the maintenance function of the Plan by surveying benchmark positions and updating the Plan to the employment market place. Every ten years the City of Minot has chosen to use an outside consultant to complete survey benchmarking in an effort to ensure current grades align with market data. This time period is proposed to be changed to a three-year period between outside surveys, per the recommendations of the City Council.

### **Movements in Prevailing Rate of the Benchmark Positions**

Once the survey is completed and variance percentage of the average prevailing rate for each benchmark position is determined, the benchmarks and those positions tied to the benchmarks are moved to the new market prevailing rate. This plan has set the prevailing rate as -5% or +5% of mid-point for each benchmarked position.

The process is done using the following criteria:

- Survey market data (first priority)
- Internal relationship for job classes
- Professional judgment

This plan utilizes professional judgment to prevent illogical relationships that could result from survey data directly linked to salary grade, as there is no automatic logical job content relationship among survey data collected for a variety of employers. Non-benchmark job classes were linked to benchmarks by professional judgment. Based on the adopted pay plan procedures, where it was deemed necessary to maintain internal relationships within a hierarchy of supervisory positions, professional judgment was used to recommend position placement.

### **Job Descriptions Update and Additions**

As part of the annual review of the Plan, City Staff and the Human Resource Director review the job descriptions of the classified service and, where appropriate, add and/or update individual job descriptions. New job descriptions have been proposed for the following: Airport Facility Technician Lead, Airport Operations and Maintenance Technician Lead, CAD Technician II, GIS Technician II, Law Enforcement Office Manager, Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III.

### **Career Ladder Additions and Changes**

Career Ladders have been proposed for the following: CAD Technician II, Financial Specialist Sr., GIS Technician II.

### **Fringe Benefits Survey**

A survey of fringe benefits has been included with the proposed salary plan. No changes are recommended for 2025.

### **In Conclusion**

The goal of the 2025 Pay and Classification Study is to continue a classification and compensation plan, which provides consistency in the application of guidelines and policies as recommended by the Civil Service Commission and adopted by the City Council. The recommended plan applies this policy to all employees, so as to avoid discrimination and/or favoritism; provide consistent differentials between pay grades and steps within each pay grade; to address the issue of external and internal pay equity; and to develop salary range minimums and maximums and benefits which would be competitive within the City of Minot's labor market area.

This report and survey data present a fair and equitable representation of how the maintenance of the plan is currently. However, progressively declining comparable ranges for minimum and midpoint ranges, continue to point to a lack of viability and sustainability in the current plan structure.

Lisa Jundt, Human Resource Director/Clerk of Commission

## **ADMINISTRATION OF THE PLAN**

### **Anniversary Dates**

All City of Minot civil service employee's anniversary dates officially become January 1<sup>st</sup> once they have completed their probationary period and one year of service.

### **Pay Plan Implementation and Progression**

The 20254 Annual Pay Plan for the City of Minot will be implemented, within budget allowances, utilizing the adopted Permanent Salary Competitiveness Policy which reclassifies current positions to within 100% -105% of prevailing rates, while allowing employees to maintain "step rights" if job grade is reclassified.

All adopted annual pay changes will occur on January 1, 20254.

### **Position (Step) Progression**

Plan step progression for all employees will return to the original progression adopted January 1, 2001. Progression through the steps of the plan will be as follows:

If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 20254 until the employee reaches midpoint of the range (step 9). Once an employee reached midpoint and above (Steps 9 through 16), the employee will progress one step (2.5%) on January 1, 20254 until the employee reaches step 17.

In the 2018 pay plan a provision was approved to allow employees who are already in the maximum step for their grade, be given a cost of living stipend equal to 2% until their respective position experiences future grade reclassification. These pay changes will occur on January 1, 20254.

### **Probationary Step Increase**

All new hires to entrance level positions, while on probation will not be eligible for the annual step increase on January 1<sup>st</sup> until they have completed their probationary period which may consist of six months or one year, depending upon the position (probationary periods may be extended by the department head up to eighteen months). The new hire will receive a 5% (2 steps) increase upon satisfactory completion of the probationary period and completion of one year of service in the position. Thereafter, the employee's annual step increase will occur on January 1<sup>st</sup>, or as approved by City Council during budget review. In the event an employee, while on probation, is appointed to a different entry level position, while on probation for the new position they will not be eligible for the annual step increase on January 1<sup>st</sup> until satisfactory completion of the probationary period and completion of one year of service in the new position. Thereafter, the employee's annual step increase will occur on January 1<sup>st</sup>, or as approved by City Council during budget review.

In the event an employee, while on probation, is appointed to an entry level position of higher grade, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1<sup>st</sup>, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

In the event an employee, while on probation, is appointed to a non-entry level position, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1<sup>st</sup>, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

### **Filling Vacancies**

The Personnel Code gives present employees a "qualified" preference to fill a vacancy before the vacancy is filled through re-hiring of a former employee or the hiring of a new employee. In general terms, most vacancies will be advertised internally and competitive examinations given to qualified applicants. However, there are some exceptions to this general statement and some methods by which an employee can receive additional compensation without opening the job to competition. The following is an effort to clarify how the plan will be administered in this regard.

### **Entrance Level Positions**

The Code provides that the Commission can identify certain entrance level positions for which employees of the city and non-employees can make applications alike on an equal basis. Under this plan, the following are designated as entrance level positions:

- Administrative Clerk
- Administrative Clerk/Bus Driver
- Airport Facility Technician I
- Airport Operations and Maintenance Technician I
- Building Permit Technician
- Buildings and Grounds Worker
- Bus-Driver
- CAD Technician I
- Communication Specialist
- Digital Forensic Analyst
- Dispatcher
- Engineering Technician I
- Evidence and Property Technician
- Financial Clerk
- Firefighter
- GIS Coordinator
- GIS Technician I
- Human Resource Specialist
- Information Technology Technician I
- Information Technology Specialist
- Intelligence Analyst
- Landfill Attendant
- Landfill Attendant/LEO
- Light Equipment Operator
- Light Mechanic
- Mechanic
- Parking Enforcement Officer
- Parts Specialist
- Parts Specialist/Bus Driver
- Planning and Code Enforcement Assistant
- Police Officer
- Property Appraiser
- Public Safety Answering Point Manager
- Traffic Maintenance Worker
- Utility Operator I
- Water Plant Operator I
- Zoning Code Enforcement Officer

Whenever practical and feasible, all other vacancies shall be filled by competitive examinations of eligible applicants in the city's classified service.

#### **Promotional Ladders**

In accordance with Section 24-53 of the Code, the Commission can approve the interconnection of related job descriptions into a 'promotional ladder' whereby an employee in one position in the ladder may progress to a higher position in the ladder without competing against other applicants for that position. The Commission has established rules and regulations to govern the use of promotional ladders which provide that progression is dependent upon satisfactory job performance as determined by the employee's department head (who shall have the sole discretion to make that determination) and which provide that the employee pass certain competency tests prescribed by the Commission. Following are the promotional ladders included in this issue of the Annual Plan:

Administrative Clerk, Senior and Principal  
Airport Facility Technician II  
Airport Operations and Maintenance Technician II  
Building Inspector II and III  
CAD Technician II  
Engineering Technician II, III and Project Civil Engineer I  
Financial Clerk, Senior  
Financial Specialist Sr.  
Firefighter, Senior  
Fire Inspector II, Fire Marshall  
GIS Technician II  
Human Resource Generalist and Senior  
Information Technology Specialist, Senior  
Information Technology Technician II  
Mechanic, Senior  
Mechanical Inspector II and III  
Medium Equipment Operator  
Office and Administrative Specialist, Senior  
Planner II / Associate Planner and Planner III / Senior Planner  
Plumbing Inspector II and III  
Police Officer, Senior and Master  
Project Civil Engineer II  
Project Manager Field/Design Senior  
Property Appraiser Senior  
Senior Accountant  
Senior Building Inspector II  
Senior Internal Auditor  
Traffic Maintenance Technician, I, II and III  
Utility Operator, II and III  
Water Plant Operator, II and III

#### **Voluntary Lateral Transfers**

Whenever a vacancy exists in a position that is not an entrance level position, the administration will consider requests for a lateral transfer.

However, as a general rule, these positions will be filled by competitive promotional examinations and, the administration may require those requesting a transfer to the position to write the required examination in competition with others in the classified service.

### **Salary Policy for Promotions, Career Ladders and Reclassifications**

If an employee is promoted through competitive examination or career ladder, a minimum 5% (two step) salary adjustment will be made on the effective date of the promotion. In the event that the employee is at the top step of the former position and the first step of the new position is at a higher level, the employee will be placed in the first step of the new position or a minimum of 5%. If an employee accepts a position in another department that results in a new occupational career for the employee, the employee may not receive a 5% adjustment in salary. The actual step the employee will be placed into will be determined by the Human Resource Director in consultation with the Department Head involved. Information that will be considered by the Human Resource Director in determining placement into the grade includes step placement of current employees within the department, required certifications of the position and eligibility for future career ladder promotion.

In the event of promotion of a non-exempt employee to an exempt position, the employee will receive a salary increase of not less than 10% or will be adjusted to the minimum salary level of the new position's salary grade, whichever is greater. The actual step the employee will be placed in will be determined by the Human Resource Director in consultation with the Department Head involved.

If an employee's position is reclassified to a higher range of pay or is recommended to a higher range of pay as a result of a prevailing rate adjustment as part of the Annual Plan, the employee will be placed into the new range at the same rate of pay and then progress through the pay ranges as so designated under pay plan progression. If the first step in the reclassified service position is higher than the employee's current rate of pay, the employee shall be placed in the first step of the reclassified position, on January 1<sup>st</sup>, or as approved by City Council during budget review, and then progress through the pay plan ranges as so designated under pay plan progression.

If an employee's position is reclassified to a lower range of pay and the highest step in the reclassified position is lower than the employee's current rate of pay, the employee's salary shall be frozen at their current rate of pay until such time that that position range is adjusted.

Notwithstanding anything to the contrary above, the appointing authority has the authority to place an employee in a step or a temporary appointment, that results in more than a 10% increase in the best interest of the City.

### **FLSA Application to Fire Department**

The City of Minot governing body and the City of Minot Firefighters have agreed that the firefighters working schedule is based on a 1428-day period. The FLSA states that during a 1428-day period, firefighters may be required to work 106242 hours without paying overtime (406 hours every two-weeks). All hours worked more than 106242 in a 1428-day period, calculated as 106 hours every two-weeks, will be treated as overtime hours subject to pay at time and one half per hour.

Formatted

Formatted

Formatted

Formatted

However, the City agrees to not offset the Firefighter's overtime pay with payments made for holiday pay. The City also agrees that the Firefighters will receive overtime pay for all hours worked beyond their regularly scheduled hours when they are called back for a major fire incident such as when they are called back to work, regardless of whether they have taken leave time within that work period. Major fire call-back hours will be paid at a factor of 2.1 of the 2912 rate rather than the normal 1.5 overtime rate.

### **Pay Differential Policy**

In order to provide for the proper and efficient administration of the City, the City Administration is authorized to make a maximum 10% temporary adjustment in pay for any full-time permanent City employee temporarily assigned to fill in for a department head or exempt level position expected to be vacated for more than a two (2) week period. Temporary pay will be shown as a separate pay entry for payroll processing efficiency.

In addition, the City Administration is authorized to make a 5% temporary adjustment for any full-time permanent City employee temporarily assigned to the duty of substituting for a full-time permanent City employee during an extended absence. Temporary pay will be shown as a separate entry for payroll processing efficiency.

All temporary adjustments in pay must first be approved by the department head and the City manager.

### **Non-Career Employee Policy Eliminated**

Due to changes in requirements for the City to provide health insurance to qualified non-career employees under the Patient Protection and Affordable Care Act (PPACA), and the closing of the former City administered Pension Plan, the designation of the non-career position has become obsolete. Non-career employees are essentially full-time employees compensated at the same level as Civil Service employees and should be afforded the same benefits, albeit limited additional benefits, as normal Civil Service employees. As such the designation of non-career will be eliminated from Section 24-46(c) of the Minot Code of Ordinances and eligible employees in this designation will be converted to permanent Civil Service employees effective January 1, 2022 without need to reapply and/or test for the position. Conversion of these positions does not allow for past service to be credited as a period of City employment for the purpose of establishing any right or benefit which is dependent in whole or in part upon length of service. Converted non-career employees will not be required to fulfill a probationary period and will be eligible for the normal anniversary date increase.

### **Health Insurance Formula**

Starting in January of 2023, the City of Minot policy on health insurance changed to pay 82% of a family policy, 92% of a single+dependent policy, and 100% of a single policy, based upon the Blue Cross/Blue Shield SelectChoice health insurance plan.

### **Travel Expense Policy**

The City has in place a "Resolution Relating to Travel Expense and Providing for Review of Said Resolution on an Annual Basis at Budget Time".

### **Establishment of Annual Leave Policy for Mid-Career Professionals**

As part of the 2007 Annual Plan the following recommendations are made: The Annual Leave policy was amended to include an exception to the accrual rate for City department head and mid-career professionals joining the City. This will allow the appointing authority to negotiate that accrual rate. The policy will be retroactive to all of 2006.

This policy will still be in effect as the City moves to a PTO Accrual structure as of December 31, 2023.

### **Maximum "Vacation-Out" Usage for Retirees**

The City of Minot has in past years, allowed retirement eligible employees to use vacation at the end of their employment and prior to receiving retirement income, without setting a "vacation-out" limit on the number of hours able to be used. This often places hardship on departments which must wait to hire a replacement employee due to the ongoing budget expense for vacation usage by the vacating employee. This practice also requires the City to continue paying employment benefits throughout the vacation-out period.

Starting January 2023, a maximum of 160 hours may be used by retirement eligible employees, who are leaving employment, for "vacation-out" purposes. This allows for a more expedited replacement of the employee, and limited financial expenditure to department budgets.

### **Exempt and Non-Exempt Status**

As part of the 2001 Annual Plan, the City of Minot requested that the Pay and Classification consultant review each position in the City of Minot's classified service and designate it as exempt or non-exempt under the criteria established by the Fair Labor Standards Act. This procedure was completed by the consultant and sent to the Civil Service Commission for approval. The Civil Service Commission reviewed the list as presented by the consultant, made some modifications and approved the list. This list is currently on file in the Human Resource Office and reviewed annually by the Human Resource Director.

Except for Fire Protection and Law Enforcement employees, if a position is designated as "non-Exempt" the employee holding that classification is entitled to the payment of overtime salary for all hours worked (or compensatory time in lieu of overtime) over 40 hours in a one-week period. For purposes of calculating overtime, the City currently calculates law enforcement employees overtime on the basis of all hours worked over 40 hours in a one week period. Fire Department personnel are covered under a separate section entitled "FLSA Application to Fire Departments".

If a position is designated as "Exempt" the employee holding that classification is not entitled to payment for overtime worked. The criteria, as established by the Fair Labor Standards Act, were used to determine that this position fell under the administrative, executive or professional exemption. Employees designated as exempt are also not eligible to receive compensatory time or extra pay for working on a holiday.

Monetary compensation is allowed for exempt employees in an emergency situation where the decision to incur extra time, extra duties, and the timing of the work is dictated by the event. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action. Compensated additional work must be approved by the City Manager.

Several positions will now be reclassified as exempt positions for 2024. Those positions and the exemption classification are:

Accountant – Professional Exemption  
Business Systems Analyst – Professional Exemption  
City Clerk – Administrative Exemption  
Clerk of Court – Administrative Exemption  
GIS Coordinator – Professional Exemption  
Human Resource Generalist-Professional Exemption  
Human Resource Generalist Senior – Professional Exemption  
Internal Auditor – Professional Exemption

Planner I / Assistant Planner – Professional Exemption  
 Planner II / Associate Planner – Professional Exemption  
 Senior Accountant - Professional Exemption  
 Senior Internal Auditor – Professional Exemption

**Paid Time Off (PTO) Effective December 31, 2023**

During the 2024 budget process, the Civil Service Commission and City Council approved the transition to Paid Time Off (PTO) to replace the current vacation

For purposes of policy, PTO will be used as "Scheduled PTO" and "Unscheduled PTO". Scheduled PTO is leave requested and approved in advance. Unscheduled PTO is for unplanned leave used for purposes such as illness, mental health, and bereavement leave. As much notice as possible should be provided by the employee to their supervisor when asking for Unscheduled PTO, and a PTO Request must be submitted through ADP Workforce Manager immediately upon return to work. Employees who have claimed Unscheduled PTO may be required to provide documentation supporting the use.

Medical and dental appointments using PTO will be authorized during work hours, if the employee notifies their supervisor in advance of the appointment within a reasonable amount of time, to ensure there is adequate personnel for work coverage. However, to the extent that is possible, employees are encouraged to set appointments during nonpeak working time for their position.

PTO accrual shall accrue for each full-time employee as follows:

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo							
	40 hrs-Monthly Hours	Annual	Per Pay Period	24 hrs-Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A
1-5 years	18.03	216	8.32	16.69	200	7.70	40
5-10 years	20.03	240	9.24	18.69	224	8.63	80
10-15 years	22.03	264	10.17	20.69	248	9.55	80
15+ years	24.03	288	11.09	22.69	272	10.47	80

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Fire administration staff will accrue PTO in accordance with the **General** Table above. The **Fire** Table reflects a conversion factor of 1.50, which is used to convert the accrual provided to other City employees to the appropriate equivalent for Fire personnel.

The 10 paid holidays observed by the City are also calculated into the accrual rates for the Police and Fire departments as they are regularly scheduled to work on holidays (80 hours for Police and 108 hours for Fire). This provides flexibility for when they choose to use their time off and ensure compensation if they choose not to use the accrued PTO. Holidays for Police and Fire personnel required to work on a holiday will be treated as a regular day worked for purposes of compensation and overtime policies. If City Council approves additional holidays within the year, the appropriate hours will be added to the accruals for applicable Police and Fire staff.

**Carryover** of PTO from one calendar year to the next will be calculated in accordance with the tables above. The last pay period in December of each year the City will buy back any accrued PTO over the applicable Carryover amount, at full value. For example, a 5-10 year General employee that has an accrued balance of 350 hours of PTO as of the last pay period of December will have 26 hours of PTO paid out and included in their second (2<sup>nd</sup>) December paycheck ( $350-324=26$ hrs).

**Annual Mandatory Use** outlined in the tables is the amount of PTO required to be used by an employee in a calendar year and is a cumulative minimum for the year. If an employee has not used the mandatory amount by August 31<sup>st</sup> of a calendar year, and the employee has not had PTO leave approved/scheduled before the end of the same calendar year the Department Head will schedule the remaining Annual Mandatory Use to be taken prior to December 31<sup>st</sup> of the calendar year. *The City reserves the right, under the recommendation of the City Manager and the Finance Director, to require additional Mandatory use of PTO to address unexpected budget pressures.*

**Paid Time Off Accrual Method** – PTO will accrue based on number of paid hours in a pay period, in accordance with the applicable years of service level. This will eliminate the inequity that is created when full accrual amounts are given to employees who do not receive full-time pay during a pay period or are on extended unpaid leaves. Paid hours will include pay from regular hours, PTO hours, frozen sick leave hours, comp time used, and overtime hours, up to 80 hours for employees working an annual 2080-hour schedule, and 96 hours for firefighters working an annual 2912-hour schedule.

**Elimination of Holiday Pay for Employees on Extended Unpaid Leave** – Employees who are on extended unpaid leave will not be eligible for holiday pay. Extended unpaid leave includes approved unpaid personal leave, military leave at which time the employee is considered inactive with the City, and FMLA leave that has exceeded the federally protected time period.



## Engineering Department Career Ladders

5/17/2024

### 1. General Requirements

- a. Promotions will not be automatic and must be approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.
- c. Employee must demonstrate competence and ability through successful employee evaluations with all scores showing satisfactory performance or above.

### 2. GIS Technician I to GIS Technician II

- a. Associate degree (A.S/A.A.S.) or equivalent from two-year college or technical school in Geographic Information System Technician, Engineering Technology, or other related field
- b. Four years minimum of progressively increasing experience and skill as a GIS Technician I or equivalent position.

### 3. CAD Technician I to CAD Technician II

- a. Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.
- b. Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.



## **CAREER LADDER QUALIFICATIONS 2025**

### **Financial Specialist to Financial Specialist Senior**

1. Promotion will not be automatic.
2. Assists in training other employees on ERP system and procurement procedures.
3. Assists with business process improvement initiatives.
4. A minimum of one (1) year experience as a City of Minot employee as financial specialist, and favorable employee performance evaluation(s).



**Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III**

1. A Law Enforcement Office Specialist I employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist II and satisfactory job performance. Promotion will not be automatic.
2. A Law Enforcement Office Specialist II employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist III and satisfactory job performance. Promotion will not be automatic.



**CITY OF MINOT JOB DESCRIPTION**  
**AIRPORT FACILITY TECHNICIAN LEAD**

<b>DEPARTMENT:</b>	Airport	<b>REPORTS TO:</b>	Airport Facility Foreman; Airport Operations Manager
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	Airport Facility Technician I
<b>PAY GRADE:</b>	52	<b>DATE REVISED:</b>	6/1/2024

**NATURE OF WORK**

This is a skilled/experienced position with duties involving the care, cleaning, and maintenance of the airport terminal and grounds. The person in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include nights, holidays, and weekends. Scheduled work is shiftwork, 40 hours per week with occasional overtime requirements. The work is performed under the general supervision of the Airport Facility Foreman and Airport Operations and Maintenance Manager.

Assists Facility Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Facility Technician I personnel.

**ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Monitors the terminal building and its various systems/components within to act as a point of contact for maintenance issues and repairs along with the Facility Foreman.

Performs and assists Facility Foreman with significant custodial, electrical, plumbing, mechanical, HVAC repairs, inspections, and preventative maintenance on airport facilities and airport specialized equipment such as conveyers, baggage belts and access control systems.

Trains subordinates on all facility maintenance requirements.

Maintains records and other documentation related to system/equipment failures, repairs, and inspections.

Communicates with vendors, contractors, and service providers to resolve maintenance and custodial issues.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with planning, coordinating, and performing snow removal and sanding operations around the terminal, sidewalk, and parking lot areas; operates snow removal equipment and machinery.

Assists with planning, coordinating, and performing grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Assists Airport Facility Foreman with planning/meeting facility team's work schedule requirements.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis. Performs other related duties as assigned.

Performs performance evaluations on assigned Airport Facility Technician I personnel; assists Foreman with resolution of employee complaints and problems.

**REQUIREMENTS OF WORK**

Ability to understand and apply TSA regulations pertaining to airport security requirements.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Thorough knowledge of and ability to apply general safety precautions and standards as they pertain to building and grounds maintenance, equipment operations, and airport operations.

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Ability to handle stressful situations while remaining calm and collected.

Ability to enforce and follow all regulations and policies effectively and efficiently. Ability to operate motorized vehicles and light equipment in a safe and reliable manner. Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Minimum two (2) years of experience as an Airport Facility Technician II or equivalent experience with demonstrated knowledge and experience of duties and equipment. Completed certification/training in at least one of the following areas: HVAC, electrical, plumbing, mechanical, and boiler operations, or in a related field approved in advance by Airport Management. Recurrent/remedial training in one or more areas is desired.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels

**CITY OF MINOT JOB DESCRIPTION**  
**AIRPORT OPERATIONS & MAINTENANCE LEAD**

<b>DEPARTMENT:</b>	Airport	<b>REPORTS TO:</b>	Airport Operations & Maintenance Foreman
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	Airport Operations & Maintenance Technician I
<b>PAY GRADE:</b>	58	<b>DATE REVISED:</b>	2024-05-06

**NATURE OF WORK**

This is a skilled position with duties maintaining airport certification requirements for airport facilities, grounds, runways, taxiways, ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under the general supervision of the Airport Operations & Maintenance Foreman and performs the role of acting foreman when Airport Operations & Maintenance Foreman is absent. Personnel in this position are expected to give guidance, direction and training to less experienced employees. Assists Airport Operations & Maintenance Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Operations & Maintenance Technician I personnel.

**ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Leads the Airport Operations & Maintenance team in routine, special, continuous, and periodic inspections of the airfield as defined in the Airport Certification Manual to maintain compliance with 14 CFR Part 139, coordinates efforts with internal and external partners to repair or mitigate any discrepancies in a timely manner and supervises the initiation and dissemination of NOTAMs (Notices to Air Missions) in accordance with Part 139 and the FAA's Advisory Circulars.

Performs *Snow Lead* duties, as needed.

Performs runway friction test and certifies the report's results.

Issues and cancels Notice to Air Mission (NOTAM's) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains lawns and fields around airport facilities and on airfield property both land and airside using a combination of power mowers, chainsaws, weed trimmers, farm tractors, and sprayers.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate actions for wildlife removal which may include hazing and or dispatching of wildlife that pose a threat to airfield operations. Assigned authority under deprivation permits.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Take Lead up on quarterly inspections, including SWPPP, fuel farm, etc.

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools, and hand tools.

Tests equipment and meters while performing maintenance and repairs.

Assists with planning, coordinating, and performing snow removal and sanding operations around landside and airside areas.

Assists Airport Operations & Maintenance Foreman with planning/meeting operations team's work schedule requirements.

Performs performance evaluations on assigned Airport Operations & Maintenance Technician I personnel; assists Foreman with resolution of employee complaints and problems.

Act as jet bridge operation trainer for airlines.

Act as trainer for MOT airfield driver's training.

Oversees Part 139 trainings as a trainer.

## **REQUIREMENTS OF WORK**

Maintains sufficient qualifications and abilities in order to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to operate all airport assigned motorized vehicles to include light, medium, and heavy equipment in a safe and reliable manner.

Ability to communicate effectively to ATCT, pilots, emergency responders, and other airfield users on radios.

Thorough knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to use Microsoft Word, PowerPoint, Excel and Outlook intermediately

Ability to train, motivate, supervise, and evaluate the work of

Ability to read, understand, interpret, and explain rules and

Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.

Ability to establish and maintain effective working

Maintain the ability and flexibility to work all shifts and needed and assigned by foreman based on team needs.

Maintain the ability to work extended shifts hours (overtime) in order to ensure adequate resources are available to sustain the operations on the airfield.

Uses keyboard devices and computer.

Ability to handle stressful situations while remaining calm and collective.

Ability to enforce and follow all regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Possess interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants, and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

## **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Minimum two (2) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain AAAE ACE Operations and/or AAAE C.M., and must attend AAAE Snow Academy

Or

Minimum four (4) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain FEMA ICS 100, 200, 700, and 800. Must obtain AAAE Snow Academy & Advanced Snow Academy.

## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota Class B Driver's License with air brake endorsement. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.



## CAD TECHNICIAN II

<b>DEPARTMENT:</b>	Engineering	<b>REPORTS TO:</b>	City Engineer
<b>FLSA STATUS:</b>	Non Exempt	<b>DIRECT REPORTS:</b>	
<b>PAY GRADE:</b>	60	<b>DATE REVISED:</b>	6/1/2024

### NATURE OF WORK

This is responsible, technical civil engineering and drafting work performing a variety of engineering tasks. Work is performed under the managerial direction of the Assistant City Engineer.

#### ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Designs and drafts detailed construction drawings, topographical and existing features drawings, and related maps used in planning and construction of civil engineering projects.

Assists project managers with preparation of civil engineering design plans and surveys.

Generates draft sketches, drawings, and other engineering data received from project managers.

Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, street lighting, traffic signals, sidewalks, curbs, sewers, water mains, storm drains and the like.

Plots maps, plans, profiles and cross-sections, indicating topographical contours and elevations.

Makes redline revisions as requested by project managers to create final engineering plans and/or surveys.

Drafts drawings of structures and installations such as roads, culverts, and public utility infrastructure.

Reviews "as-built" plans submitted after construction is completed.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Answers inquiries and complaints from the public regarding property boundaries, easements, subdivisions, and the like.

Occasionally works outdoors as a construction observer or survey crew member.

Performs other related duties as assigned.

### REQUIREMENTS OF WORK

Advanced knowledge of professional civil engineering principles, practices and methods applied to public works construction.

Strong working knowledge of AutoCAD Civil 3D including an understanding of features and concepts with the ability to create grading plans, conduct earthwork computations, develop alignments & profiles, cross sections, pipe networks, and generate plan sheets.

Advanced knowledge of construction standards and regulations.

## **CAD TECHNICIAN II (continued)**

Advanced knowledge of maps, deeds, plats and plans.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records, both hard copy and digital.

Ability to establish and maintain effective working relationships with other employees, engineers, contractors, and the general public.

Understanding of intermediate survey concepts with prior field survey experience preferred.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders, in all weather conditions.

Ability to manage time and multi-task on multiple priorities.

Ability to work extended hours as needed to meet deadlines.

Attention to detail with ability to recognize engineering plan discrepancies.

## **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.

Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota driver's license.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

## COMMUNITY SERVICE OFFICER

<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Patrol Supervisor
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	N/A
<b>PAY GRADE:</b>	48	<b>DATE REVISED:</b>	6/1/2024

### **NATURE OF WORK**

Under the general supervision of a Police Sergeant, is responsible for enforcing motor vehicle parking regulations, animal control laws, assisting with non-reportable vehicle crashes, and respond to calls for service involving assistance not requiring a police officer. Performs other work as requested or assigned.

The Community Service Officer position is a non-sworn position designed to assist the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the City of Minot.

### **ESSENTIAL FUNCTIONS OF WORK**

Responds to citizen complaints and completes appropriate reports for incidents that do not require a sworn police officer.

Responds to traffic hazards, and other miscellaneous safety hazards (reports of kids on ice, traffic signal inoperable, water main break, etc.)

Responds to reports of found property and secures property as necessary.

Conducts motorist's assists, assisting patrol officers with towing of vehicles, and will assist with traffic control (traffic crash scenes, funeral escorts, special events, etc.) or upon request.

Enforce city parking ordinances through proactive patrol or in response to complaints.

Write parking citations for parking violations and arranges towing of vehicles when appropriate.

Handle animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals. Issues citations as necessary.

Patrol within the city to identify and capture animals running at large or being a nuisance.

Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

### **REQUIREMENTS OF WORK**

Knowledge of city ordinances and state law pertaining to areas of responsibility described in Essential Work Functions.

Knowledge of safety standards and equipment pertaining to traffic control, parking enforcement, capturing animals, and dealing with members of the public.

Knowledge of city streets and locations within the city limits.

Knowledge of computer system operations and the ability to type.

Ability to learn other technology as required for job duties.

Ability to lift, up to 50 pounds.

Ability to operate a motor vehicle.

Ability to learn effective police radio operation and communication skills.

Possess effective oral and written communication skills.

## **COMMUNITY SERVICE OFFICER (continued)**

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Possession of a high school diploma or GED equivalent.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota driver's license, and ability to pass the required background check.

### **PHYSICAL REQUIREMENTS**

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to handle or feel; and reach with hands or arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## GIS TECHNICIAN II

<b>DEPARTMENT:</b>	Engineering	<b>REPORTS TO:</b>	City Engineer
<b>FLSA STATUS:</b>	Non Exempt	<b>DIRECT REPORTS:</b>	
<b>PAY GRADE:</b>	60	<b>DATE REVISED:</b>	6/1/2024

**FLSA STATUS:** Non-Exempt

### **NATURE OF WORK**

This is mid-level technical support work performing a variety of GIS support tasks. Work is performed under the continuing supervision of the GIS Coordinator. The employee may be expected to give guidance and assistance to less experienced employees.

#### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

In a developing and skill expanding capacity:

Create and modify GIS datasets and map layers; and work with geodatabases.

Assists in developing and implementing GIS applications for database maintenance and map output.

Uses GIS applications to query, analyze, display and interpret department GIS databases.

Performs quality control of GIS attribute and spatial data.

Converts paper and CAD data into a GIS format. Locates and compiles graphic data and attributes from plans, profiles, field data collection, and other sources.

Accurately collects and records asset data, including asset type, condition, location, age, photos, and other pertinent information.

Maintains maps in ArcGIS

Utilize ArcGIS Pro, ArcGIS Online and other ESRI products

Generates, collects, and processes data on location-based assets utilizing legal documents, desktop and mobile applications, aerial photography, GIS software and equipment.

Assists with developing and maintaining GIS based asset management systems

Keep up-to-date with GIS equipment, software, and training to improve efficiency and accuracy

### **REQUIREMENTS OF WORK**

Considerable knowledge of: geographic information systems (or GIS) themes, geo-data bases, and shape files.

Knowledge of principles and practices of data collection and report preparation.

Ability to operate modern office equipment; operate electronic surveying equipment, GIS software, Global Positioning System (GPS) equipment, plotters, and map reproduction equipment.

Ability to collect, compile, and analyze information and data.

Experience digitizing maps for effective presentation of map format and elements, scale, color, shading, symbols, and other elements such as images, graphs, tables, and overlays.

Ability to maintain a variety of technical records and adapt records systems for computerization.

**GIS TECHNICIAN II (continued)**

Ability to perform technical work involving the use of independent judgment and personal initiative.

Ability to plan and organize work to meet schedules and timelines.

Ability to exercise good judgment, flexibility, creative, and sensitivity in response to changing situations and needs.

Ability to communicate effectively with a wide variety of individuals, perform accurate and timely data entry, read and comprehend technical information, provide effective customer service, and establish and maintain effective and cooperative working relationships with City employees, other agencies, and the public.

Ability to operate a motor vehicle.

**DESIRED MINIMUM TRAINING AND EXPERIENCE**

Geographic Information Systems Technician Program Certificate or equivalent and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience at a minimum.

Associate degree (A.S/A.A.S.) or equivalent from two-year College or technical school in Geographic Information System Technician, Engineering Technology, or other related field, and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience preferred.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota driver's license.

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

## **LAW ENFORCEMENT OFFICE SPECIALIST MANAGER**

<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	N/A
<b>PAY GRADE:</b>	59	<b>DATE REVISED:</b>	06/01/2024

### **NATURE OF WORK**

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices. Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions. Manages the responsibilities of tasks assigned to the police records section. Supervises personnel assigned to the records section.

### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Manages the job duties assigned to the records office to ensure all responsibilities are completed in an effective and efficient manner.

Supervises the personnel assigned to the Records Office, approves leave, and evaluates work performance of staff.

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing. Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records( such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

## **LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)**

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

## **REQUIREMENTS OF WORK**

Ability to assist with personnel training and process development and improvement. Ensures assigned personnel are trained in specific processes, understand department policies and procedures, and provides ongoing training opportunities to promote a learning environment.

Ensures personnel performance meets expectations, counsels as necessary to promote improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

## **LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)**

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school. One year of experience as a Law Enforcement Specialist III; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

### **SPECIALIZED REQUIREMENT**

Must pass a background investigation by the police department.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



## **LAW ENFORCEMENT OFFICE SPECIALIST I**

<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	N/A
<b>PAY GRADE:</b>	48	<b>DATE REVISED:</b>	06/01/2024

### **NATURE OF WORK**

Under close supervision, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Performs other related duties as assigned.

### **REQUIREMENTS OF WORK**

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

## **LAW ENFORCEMENT OFFICE SPECIALIST I (continued)**

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to work both independently and within a team environment.

Ability to work with public in stressful situations.

Ability to adapt to changing modern office methods and computer technologies.

Be familiar with computer software to include, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of business communications.

Some knowledge of office practices, methods and procedures.

Ability to perform clerical work of standard difficulty.

Ability to establish and maintain effective working relationships with other city employees and the general public.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

Ability to work at routine assignments for extended periods as needed.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

## **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and two years of complex clerical experience; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

## **SPECIALIZED REQUIREMENT**

Must pass a background investigation by the police department.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## LAW ENFORCEMENT OFFICE SPECIALIST II

<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	N/A
<b>PAY GRADE:</b>	51	<b>DATE REVISED:</b>	06/01/2024

### **NATURE OF WORK**

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing. Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

## **LAW ENFORCEMENT OFFICE SPECIALIST II (continued)**

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

### **REQUIREMENTS OF WORK**

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school. Two years of experience as a Law Enforcement Specialist I; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

### **SPECIALIZED REQUIREMENT**

Must pass a background investigation by the police department.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **LAW ENFORCEMENT OFFICE SPECIALIST III**

<b>DEPARTMENT:</b>	Various	<b>REPORTS TO:</b>	
<b>FLSA STATUS:</b>	Non-Exempt	<b>DIRECT REPORTS:</b>	N/A
<b>PAY GRADE:</b>	54	<b>DATE REVISED:</b>	06/01/2024

#### **NATURE OF WORK**

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions.

#### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing. Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records( such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

### **LAW ENFORCEMENT OFFICE SPECIALIST III (continued)**

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

### **REQUIREMENTS OF WORK**

Ability to assist with personnel training and process development and improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

**LAW ENFORCEMENT OFFICE SPECIALIST III (continued)****DESIRED MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school. One year of experience as a Law Enforcement Specialist II; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

**SPECIALIZED REQUIREMENT**

Must pass a background investigation by the police department.

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

