

Regular Meeting

Agenda Item #	1
Meeting Date	June 8, 2015
Prepared By	Suzanne Ludlow City Manager

Discussion Item	First Reading Ordinance Adopting a Classification and Compensation Plan
Background	<p>In March 2014, the City contracted with Condrey & Associates to undertake a classification and compensation study regarding staff positions and wages. The study was comprehensive and included interviews of most permanent City staff, evaluated positions, compared wages and benefits of Takoma Park to area governments, and made recommendations as to position descriptions, grades, and salary ranges.</p> <p>As was discussed during the FY16 budget process, almost all salaries were below market levels and a number of positions were particularly low compared to similar positions in comparable municipalities in Montgomery and Prince George’s counties. A plan was developed to bring wages to market level by Fiscal Year 2017. Collective bargaining negotiations using the findings of the study have taken place with both AFSCME Council 67 Local 3399 (representing most City employees) and UFCW Local 400 (representing police officers).</p> <p>The new plan includes a system of steps that increase by 1.25% within a grade. For FY15, most employees were “snapped to the grid” at a step at or just above their current salary. For FY16, most employees move to a point halfway to the proposed FY17 step. The FY17 placement is at the level estimated by the Condrey study to be at market level for the position in FY17. Employees who earn a “Distinguished” on their annual performance evaluation are moved an additional step each year they receive that rating and the FY17 step is adjusted accordingly.</p> <p>A special case was established for full-time employees who had been earning an annual salary of less than \$40,000. Those employees were moved to appropriate salaries of at least \$40,000. They will move a step in FY16 and a step in FY17. If they earn a “Distinguished” on their evaluation, they will move an additional step.</p> <p>Plans for the process to use beginning in FY18 are still to be developed and will need to be negotiated with the two collective bargaining units.</p>
Fiscal Impact	Approximately \$1.2 million over three years
Attachments	Grades, Titles & Ranges chart; Grade/Step chart
Recommendation	Approve at First Reading
Special Consideration	

Introduced by:

First Reading:

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2015-XX**

**AN ORDINANCE ADOPTED A PAY STRUCTURE
FOR STAFF OF THE CITY OF TAKOMA PARK**

WHEREAS, in accordance with Chapter 4.04, Article 4 of the Takoma Park Code, the City maintains a position classification plan and pay schedule; and,

WHEREAS, on a periodic basis, the City conducts classification and compensation studies to ensure that its pay scales are market competitive and that it is able to attract and retain quality staff; and,

WHEREAS, in 2014, Condrey & Associates assisted the City with updating its position descriptions, classification plan and pay structure; and

WHEREAS, Condrey & Associates found that the classification structure needed updating and that most employees were being paid below market wages for their positions; and

WHEREAS, a program to bring employees up to market salaries over a three-year period was prepared and funds for the implementation of the program has been approved for FY15 and FY16 by the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF TAKOMA PARK, MARYLAND THAT the attached pay structure is adopted for staff of the City of Takoma Park through June 30, 2017.

Adopted this ___ day of _____, 2015 by roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

FY 2015 Grades, Titles & Ranges

Grade	Department	Position Title	Grade Minimum	Grade Maximum
27	Admin	Deputy City Manager	\$ 118,326.33	\$ 182,772.00
26	Police	Police Chief	\$ 107,197.82	\$ 165,582.41
25	Finance Housing & Comm Dev Human Resources Library Public Works Recreation	Finance Director Community Development Director Human Resources Director Library Director Public Works Director Recreation Director	\$ 97,115.93	\$ 150,009.49
24	IT	Information Technology Manager	\$ 87,982.24	\$ 135,901.20
23	City Clerk Police Public Works Recreation	City Clerk Police Captain City Engineer Assistant Recreation Director	\$ 79,707.57	\$ 123,119.78
22	Housing & Comm Dev Police	Community Development Coordinator Police Lieutenant	\$ 72,211.12	\$ 111,540.44
21	Communications Housing & Comm Dev Library Library Library Police Public Works Public Works	Television Production Manager Housing Manager Library Manager - Children's and Young Adult Services Library Manager - Public Services Library Manager - Technical Services Police Sergeant Public Works Construction Manager Sustainability Manager	\$ 65,419.71	\$ 101,050.13
20	Housing & Comm Dev Public Works Public Works Public Works Public Works Recreation Recreation	Code Enforcement Supervisor Equipment Maintenance Supervisor Facility Supervisor Right of Way Supervisor Solid Waste Supervisor Recreation Facilities and Fields Manager Recreation Programs Manager	\$ 59,267.03	\$ 91,546.43
19	Communications Finance Housing & Comm Dev HR IT IT Police Public Works Public Works	Media Specialist Budget Specialist Sr. Planner Sr. HR Generalist Applications and Hardware Administrator Systems Administrator Police Corporal Arborist Public Works Special Projects Coordinator	\$ 56,411.21	\$ 87,135.21
18	Administration Housing & Comm Dev	Lifelong Program Manager Management Analyst and Arts Coordinator	\$ 53,693.01	\$ 82,936.55

Grade	Department	Position Title	Grade Minimum	Grade Maximum
	Housing & Comm Dev Library Police	Planner Librarian Victim Witness Coordinator		
17	Finance HR Police Police Police Public Works Recreation Recreation	Accounting Supervisor Human Resources Generalist Emergency Preparedness Manager Police Private Policy and Research Coordinator City Gardener Recreation Center Supervisor Recreation Programs Supervisor	\$ 51,105.78	\$ 78,940.20
16	Administration Communications Housing & Comm Dev Housing & Comm Dev Housing & Comm Dev Housing & Comm Dev Police Police Police Police	Executive Assistant Audio Visual Specialist Housing Specialist Landlord and Tenant Mediator Licensing Specialist Special Projects Coordinator Administrative Coordinator Crime Analyst Dispatcher Team Leader Public Information Officer/Executive Assistant	\$ 48,643.21	\$ 75,136.42
14	Finance City Clerk Housing & Comm Dev Library Library Police Public Works Public Works Recreation Recreation	Senior Accounting Assistant Assistant City Clerk Code Enforcement Officer Instructional Library Assistant Library Associate Police Dispatcher Mechanic Right of Way Crew Leader Recreation Programs Coordinator Recreation Specialist	\$ 44,068.35	\$ 68,069.89
12*	City Clerk Finance Multiple Police Police Police Police Public Works Public Works	Records Specialist Accounting Assistant Administrative Assistant Nuisance Control Specialist Parking Enforcement Coordinator Photo Enforcement Specialist Property and Evidence Specialist Building Maintenance Specialist Custodial Leader	\$ 40,422.80	\$ 61,667.96
11*	Public Works Public Works Recreation	Equipment Operator Sanitation Driver Customer Service and Passport Technician	\$ 40,435.12	\$ 58,696.45
10*	Police Public Works	Records Technician Right of Way Maintenance Technician	\$ 40,447.45	\$ 55,868.13

Grade	Department	Position Title	Grade Minimum	Grade Maximum
9**	Administration	Lifelong Program Intake Coordinator	\$ 34,426.12	\$ 53,176.09
8*	Public Works	Custodian	\$ 40,472.12	\$ 50,613.77
	Public Works	Garden Maintenance Technician		
	Public Works	Sanitation Technician		
7**	Library	Library Shelver	\$ 31,188.37	\$ 48,174.91
6**	Police	School Crossing Guard	\$ 29,685.54	\$ 45,853.58

* Full-time career staff to earn at least \$40,000 annually. Minimum salary is first step which is at least \$40,000.

** Only part-time staff are in these grades as of production of this report

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	Grade
1	23,190.30	23,480.17	23,773.68	24,070.85	24,371.73	24,676.38	24,984.83	25,297.15	25,613.36	25,933.53	26,257.70	26,585.92	26,918.24	27,254.72	27,595.40	27,940.35	28,289.60	28,643.22	29,001.26	29,363.78	29,730.82	30,102.46	30,478.74	30,859.72	31,245.47	31,636.04	32,031.49	32,431.88	32,837.28	33,247.75	33,663.34	34,084.14	34,510.19	34,941.56	35,378.42	35,820.74	1
2	24,364.30	24,668.86	24,977.22	25,289.43	25,605.55	25,925.62	26,249.69	26,577.81	26,910.04	27,246.41	27,586.99	27,931.83	28,280.98	28,634.49	28,992.42	29,354.83	29,721.76	30,093.28	30,469.45	30,850.32	31,235.95	31,626.39	32,021.72	32,422.00	32,827.27	33,237.61	33,653.08	34,073.75	34,499.67	34,930.91	35,367.55	35,809.64	36,257.26	36,710.48	37,169.45	37,634.16	2
3	25,597.75	25,917.72	26,241.69	26,569.71	26,901.83	27,238.11	27,578.58	27,923.31	28,272.36	28,625.76	28,983.58	29,345.88	29,712.70	30,084.11	30,460.16	30,840.91	31,226.42	31,616.75	32,011.96	32,412.11	32,817.27	33,227.48	33,642.82	34,063.36	34,489.15	34,920.27	35,356.77	35,798.73	36,246.21	36,699.29	37,158.03	37,622.51	38,092.79	38,568.95	39,051.16	39,539.39	3
4	26,893.63	27,229.80	27,570.18	27,914.80	28,263.74	28,617.04	28,974.75	29,336.93	29,703.64	30,074.94	30,450.88	30,831.51	31,216.91	31,607.12	32,002.21	32,402.23	32,807.26	33,217.35	33,632.57	34,052.98	34,478.64	34,909.62	35,345.99	35,787.82	36,235.17	36,688.10	37,146.71	37,611.04	38,081.18	38,557.19	39,039.16	39,527.15	40,021.24	40,521.50	41,028.12	41,541.08	4
5	28,255.12	28,608.31	28,965.92	29,327.99	29,694.59	30,065.77	30,441.59	30,822.11	31,207.39	31,597.48	31,992.45	32,392.36	32,797.26	33,207.23	33,622.32	34,042.60	34,468.13	34,898.98	35,335.22	35,776.91	36,224.12	36,676.92	37,135.38	37,599.58	38,069.57	38,545.44	39,027.26	39,515.10	40,009.04	40,509.15	41,015.51	41,528.21	42,047.31	42,572.90	43,105.17	43,644.09	5
6	29,685.54	30,056.61	30,432.32	30,812.72	31,197.88	31,587.85	31,982.70	32,382.48	32,787.27	33,197.11	33,612.07	34,032.22	34,457.62	34,888.34	35,324.45	35,766.00	36,213.08	36,665.74	37,124.06	37,588.12	38,057.97	38,533.69	39,015.36	39,503.05	39,996.84	40,496.80	41,003.01	41,515.55	42,034.50	42,559.93	43,091.93	43,630.57	44,175.96	44,728.16	45,287.37	45,853.58	6
7	31,188.37	31,578.22	31,972.95	32,372.61	32,777.27	33,186.99	33,601.82	34,021.85	34,447.12	34,877.71	35,313.68	35,755.10	36,202.04	36,654.57	37,112.75	37,576.66	38,046.37	38,521.95	39,003.47	39,491.01	39,984.65	40,484.46	40,990.52	41,502.90	42,021.68	42,546.95	43,078.79	43,617.28	44,162.49	44,714.52	45,273.45	45,839.37	46,412.36	46,992.52	47,580.04	48,174.91	7
8	32,767.28	33,176.87	33,591.58	34,011.48	34,436.62	34,867.08	35,302.92	35,744.20	36,191.01	36,643.39	37,101.44	37,565.20	38,034.77	38,510.20	38,991.58	39,478.98	39,972.46	40,472.12	40,978.02	41,490.25	42,008.87	42,533.99	43,065.66	43,603.98	44,149.03	44,700.89	45,259.65	45,825.40	46,398.22	46,978.20	47,565.42	48,159.99	48,761.99	49,371.52	49,988.78	50,613.77	8
9	34,426.12	34,856.45	35,292.16	35,733.31	36,179.98	36,632.22	37,090.13	37,553.75	38,023.18	38,498.47	38,979.70	39,466.94	39,960.28	40,459.78	40,965.53	41,477.60	41,996.07	42,521.02	43,052.53	43,590.69	44,135.57	44,687.27	45,245.86	45,811.43	46,384.08	46,963.88	47,550.92	48,145.31	48,747.13	49,356.47	49,973.42	50,598.09	51,230.57	51,870.95	52,519.46	53,176.09	9
10	36,168.95	36,621.06	37,078.82	37,542.31	38,011.59	38,486.73	38,967.82	39,454.91	39,948.10	40,447.45	40,953.04	41,464.96	41,983.27	42,508.06	43,039.41	43,577.40	44,122.12	44,673.65	45,232.07	45,797.47	46,369.94	46,949.56	47,536.43	48,130.64	48,732.27	49,341.42	49,958.19	50,582.67	51,214.95	51,855.14	52,503.33	53,159.62	53,824.11	54,496.91	55,178.26	55,868.13	10
11	38,000.00	38,475.00	38,955.94	39,442.89	39,935.92	40,435.12	40,940.56	41,452.32	41,970.47	42,495.10	43,026.29	43,564.12	44,108.67	44,660.03	45,218.28	45,783.51	46,355.80	46,935.25	47,521.94	48,115.97	48,717.41	49,326.38	49,942.96	50,567.25	51,199.34	51,839.33	52,487.32	53,143.41	53,807.71	54,480.30	55,161.31	55,850.82	56,548.96	57,255.82	57,971.66	58,696.45	11
12	39,923.75	40,422.80	40,928.08	41,439.68	41,957.68	42,482.15	43,013.18	43,550.84	44,095.23	44,646.42	45,204.50	45,769.55	46,341.67	46,920.94	47,507.46	48,101.30	48,702.57	49,311.35	49,927.74	50,551.84	51,183.73	51,823.53	52,471.32	53,127.22	53,791.31	54,463.70	55,144.49	55,833.80	56,531.72	57,238.37	57,953.85	58,678.27	59,411.75	60,154.40	60,906.48	61,667.96	12
13	41,944.89	42,469.20	43,000.07	43,537.57	44,081.79	44,632.81	45,190.72	45,755.60	46,327.55	46,906.64	47,492.98	48,086.64	48,687.72	49,296.32	49,912.52	50,536.43	51,168.13	51,807.73	52,455.33	53,111.02	53,774.91	54,447.10	55,127.69	55,816.78	56,514.49	57,220.92	57,936.18	58,660.39	59,393.64	60,136.06	60,887.76	61,648.86	62,419.47	63,199.71	63,989.87	64,789.90	13
14	44,068.35	44,619.20	45,176.94	45,741.66	46,313.43	46,892.34	47,478.50	48,071.98	48,672.88	49,281.29	49,897.31	50,521.02	51,152.54	51,791.94	52,439.34	53,094.83	53,758.52	54,430.50	55,110.88	55,799.77	56,497.27	57,203.48	57,918.52	58,642.51	59,375.54	60,117.73	60,869.20	61,630.07	62,400.44	63,180.45	63,970.21	64,769.83	65,579.46	66,399.20	67,229.36	68,069.89	14
15	46,299.31	46,878.05	47,464.03	48,057.33	48,658.04	49,266.27	49,882.10	50,505.62	51,136.94	51,776.16	52,423.36	53,078.65	53,742.13	54,413.91	55,094.08	55,782.76	56,480.04	57,186.05	57,900.87	58,624.63	59,357.44	60,099.41	60,850.65	61,611.28	62,381.42	63,161.19	63,950.71	64,750.09	65,559.47	66,378.96	67,208.70	68,048.81	68,899.42	69,760.66	70,632.84	71,515.93	15
16	48,643.21	49,251.25	49,866.89	50,490.23	51,121.36	51,760.37	52,407.38	53,062.47	53,725.75	54,397.32	55,077.29	55,765.76	56,462.83	57,168.61	57,883.22	58,606.76	59,339.35	60,081.09	60,832.10	61,592.50	62,362.41	63,141.94	63,931.21	64,730.35	65,539.48	66,358.73	67,188.21	68,028.06	68,878.41	69,739.39	70,611.14	71,493.78	72,387.45	73,292.29	74,208.63	75,136.42	16
17	51,105.78	51,744.60	52,391.40	53,046.30	53,709.38	54,380.74	55,060.50	55,748.76	56,445.62	57,151.19	57,865.58	58,588.90	59,321.26	60,062.78	60,813.56	61,573.73	62,343.40	63,122.69	63,911.73	64,710.62	65,519.51	66,338.50	67,167.73	68,007.33	68,857.42	69,718.14	70,589.61	71,471.98	72,365.38	73,269.95	74,185.83	75,113.15	76,052.06	77,002.71	77,965.44	78,940.20	17
18	53,693.01	54,364.17	55,043.72	55,731.77	56,428.41	57,133.77	57,847.94	58,571.04	59,303.18	60,044.47	60,795.02	61,554.96	62,324.40	63,103.45	63,892.25	64,690.90	65,499.54	66,318.28	67,147.26	67,986.60	68,836.43	69,696.89	70,568.10	71,450.20	72,343.33	73,247.62	74,163.21	75,090.25	76,028.88	76,979.24	77,941.48	78,915.75	79,902.20	80,900.98	81,912.44	82,936.55	18
19	56,411.21	57,116.35	57,830.31	58,553.19	59,285.10	60,026.17	60,776.49	61,536.20	62,305.40	63,084.22	63,872.77	64,671.18	65,479.57	66,298.07	67,126.79	67,965.88	68,815.45	69,675.64	70,546.59	71,428.42	72,321.28	73,225.29	74,140.61	75,067.37	76,005.71	76,955.78	77,917.73	78,891.70	79,877.84	80,876.32	81,887.27	82,910.86	83,947.25	84,996.59	86,059.26	87,135.21	19
20	59,267.03	60,007.87	60,757.97	61,517.44	62,286.41	63,064.99	63,853.30	64,651.47	65,459.61	66,277.86	67,106.33	67,945.16	68,794.47	69,654.41	70,525.09	71,406.65	72,299.23	73,202.97	74,118.01	75,044.48	75,982.54	76,932.32	77,893.98	78,867.65	79,853.50	80,851.67	81,862.31	82,885.59	83,921.66	84,970.68	86,032.81	87,108.22	88,197.08	89,299.54	90,416.01	91,546.43	20
21	65,419.71	66,237.46	67,065.43	67,903.75	68,752.54	69,611.95	70,482.10	71,363.12	72,255.16	73,158.35	74,072.83	74,998.74	75,936.23	76,885.43	77,846.50	78,819.58	79,804.82	80,802.38	81,812.41	82,835.07	83,870.51	84,918.89	85,980.38	87,055.13	88,143.32	89,245.11	90,360.67	91,490.18	92,633.81	93,791.73	94,964.13	96,151.18	97,353.07	98,569.98	99,802.36	101,050.13	21
22	72,211.12	73,113.76	74,027.68	74,953.03	75,889.94	76,838.57	77,799.05	78,771.54	79,756.18	80,753.13	81,762.55	82,784.58	83,819.39	84,867.13	85,927.97	87,002.07	88,089.59	89,190.71	90,305.60	91,434.42	92,577.35	93,734.56	94,906.25	96,092.57	97,293.73	98,509.90	99,741.28	100,988.04	102,250.39	103,528.52	104,822.63	106,132.91	107,459.57	108,802.82	110,163.13	111,540.44	22
23	79,707.57	80,703.91	81,712.71	82,734.12	83,768.30	84,815.40	85,875.59	86,949.04	88,035.90	89,136.35	90,250.55	91,378.69	92,520.92	93,677.43	94,848.40	96,034.00	97,234.43	98,449.86	99,680.48	100,926.49	102,188.07	103,465.42	104,758.74	106,068.22	107,394.08	108,736.50	110,095.71	111,471.90	112,865.30	114,276.12	115,704.57	117,150.88	118,615.26	120,097.95	121,599.48	123,119.78	23
24	87,982.24	89,082.02	90,195.54																																		