ORDINANCE NO. 2267

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO ADJUST POSITION GRADE ASSIGNMENTS.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate pay grades assigned to positions; and

WHEREAS, the Human Resource department used the study and collaborated with department heads in order to assign the appropriate grade to positions; and

WHEREAS, the positions which required a new grade are detailed in the schedule attached herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the position grade assignments detailed in the following pages effective on January 11, 2014.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28th day of October 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 12th day of Notental. 2013.

ATTEST:

Cimberly R. Nichols, City Clerk

Jacob R. Day President

Salisbury City Council

APPROVED BY ME THIS 2 day of nov., 2013.

James Ireton, Ur., Mayor





125 NORTH DIVISION STREET SALISBURY, MARYLAND 21801 Tel: 410-334-3028

Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To:

Tom Stevenson, Interim City Administrator

From:

JAMES IRETON, JR.

MAYOR

TOM STEVENSON

INTERIM CITY ADMINISTRATOR

Keith Cordrey, Director of Internal Services

Date:

October 16, 2013 WW

Re:

Reclassifications

Attached hereto is an ordinance that assigns new grade and steps to positions based on a study completed by Evergreen Solutions and the City's Human Resource Department.

There are related ordinances that address a revised pay plan and amending the budget under separate cover.

Please let me know if you have any questions.



City of Salisbury Pay Plan Classification Schedule Fiscal Year 2014

Grade	Job Title	Department	Minimum	Maximum
1	Cashier Custodian Office Associate I Parking Maintenance Worker Public Service Officer	Internal Services — Finance Police: Non-Sworn Internal Services — Procurement Police: Non-Sworn	\$20,780 \$22,235	\$33,423 \$35,763
2	Account-Clerk-I Assistant Plant Mechanic Cashier Carpenter Assistant Meter Technician I Motor Equipment-Operator-I Nuisance Officer Office Associate II Painter Parking Enforcement Officer Plans/Permits Processor Records Clerk Sign and Pavement Marking Technician I Supply Records Clerk Survey Technician I Utility-Technician-I	Internal Services — Finance Public Works — WWTP Internal Services - Finance Public Works Public Works — WTP Public Works Neighborhood Services & Code Compliance Internal Services — Finance, Public Works, Fire, Public Works Internal Services — Procurement Neighborhood Services & Code Compliance Police: Non-Sworn Public Works — Traffic Public Works Public Works Public Works — W&S-Branch	\$ <u>22,442</u> \$24,013	\$36,097 \$38,623

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<u>-</u>	Account Clerk I	Internal Services - Finance		
	Assistant Utility Locator	Public Works – Utilities		
	Auto Mechanic II	Public Works - Fleet Maintenance		
	Buyer Assistant	Purchasing		ļ
	Chief Records Clerk	Police: Non-Sworn		
	Education Technician	Public Works – Zoo		
	Groundskeeper	Public Works - Zoo, WWTP		
	Motor Equipment Operator I	Public Works	004.000	600.0
3	Motor Equipment Operator II	Public Works	\$24,238	\$38,94 \$41,7
	Office Associate III	Mayor's Office, Public Works, HR,	\$25,935	
	Park Maintenance Worker	Public Works		
	Police Communications Officer I	Police: Non-Sworn		
	Pretreatment Technician I	Public Works – WWTP		
	Property Custodian I	Police: Non-Sworn		
	Secretary/Records Clerk	Police: Non-Sworn		
	Water Meter Reader I	Public Works - W&S Branch		
	Zookeeper I	Public Works - Zoo		
	Account Clerk II	Internal Services - Finance		\$42,10 \$45,05
	Administrative Office Associate	PW, Comm. Devel., BPI, NSCC, Mayor's Office		
	Buyer	Internal Services - Procurement		
	Crime Data Analyst	Police: Non-Sworn		
	Engineering Associate	Public Works		
	Intelligence Data Analyst	Police: Non-Sworn		
	Laboratory Technician	Public Works - WWTP	\$ 26,177 \$28,009	
	Meter Technician II	Public Works – Utilities		
	Motor Equipment Operator II	Public Works		
	Motor Equipment Operator III	Public Works		
4	Plant Mechanic	Public Works WWTP		
	Police Communications Officer II	Police: Non-Sworn		
	Pretreatment Technician II	Public Works - WWTP		
	Property Custodian II	Police: Non-Sworn		
	Sign and Pavement Marking Technician II	Public Works – Traffic		
	Survey Technician II	Public Works		
	Utility Locator	Public Works – Utilities		
	Utility Technician I	Public Works - Utilities		
	Utility-Technician II	Public Works W&S Branch		
	Wastewater-Treatment Plant Operator I	Public Works - WWTP		
	Zookeeper II	Public Works - Zoo		1

A CONTRACTOR OF THE PROPERTY O		Page 3 of 8	,
Account Clerk II Administrative Support Technician Animal Control Officer Assistant Sanitation Supervisor Auto Mechanic III Crew Leader Education Technician Lab Technician Lab Technician Motor Equipment Operator III Meter-Equipment Operator IV Payroll/Fixed Assets Clerk Police Communications Officer I Quality Control Sample Technician Utility Technician III Utility Technician III Wastewater-Treatment-Plant-Operator-II Zookeeper III	Internal Services – Finance Comm. Development Police: Non-Sworn Public Works Public Works – Fleet Maintenance Public Works – Streets Public Works – Zoo Public Works - WWTP Public Works Public Works Public Works Internal Services — Finance Police: Non-Sworn Public Works – WTP Public Works – WTP Public Works — W&S Branch Public Works — W&S-Branch Public Works — WWTP Public Works — Zoo Public Works — Zoo	\$28,272 \$30,251	\$45,474 \$48,657

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Account Clerk II Accounts Payable Administrative Records Clerk CAD Drafter Carpenter Supervisor Chief Account Clerk Chief Administrative Records Clerk Code Enforcement Officer Electrician Executive Office Associate Horticulturalist Human Resources Associate Network Technician Materials Manager Motor Equipment Operator IV Office Manager Parking Supervisor Recycling Supervisor Sanitation Supervisor Sanitation Supervisor Senior Buyer Utility Technician III Veterinary Technician Water Meter Reader II Water Treatment Plant Operator I WWTP Operator I WWTP Mechanic Wastewater Treatment-Plant Operator IIII Zookeeper III Zookeeper IV

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	Code Enforcement Officer	Neighborhood Services & Code Compliance		
	Diesel Mechanic/Assistant Supervisor	Public Works - Fleet Maintenance		
	Electrical Inspector	Building, Permits & Inspections		
	Electrician	Public Works- Traffic Control		
	Electrician-Supervisor	Public Works - WWTP		
	GIS-Technician	Public-Works		
	Motor Equipment Operator V	Public Works WWTP		
	Plumbing Inspector	Building Permits & Inspections		\$ 53,03 \$56,75
	Police Communications Operator II	Police	\$32,975	
7	Records Admin./Assistant City Clerk	Office of the City Clerk	\$35,283	
	Streets Supervisor	Public Works - Streets	400,1200	433,
	Utility Supervisor	Public Works – W&S Branch		
	Veterinary Technician	Public Works - Zoo	i	
	Water Treatment Operator II	Public Works – WTP	į	
	WWTP Operator II	Public Works - WWTP		
	Wastewater-Treatment-Plant Operator-IV	Public Works—WWTP	<u> </u>	
	WWTP-Shift-Supervisor	Public-Works - WWTP		
	Zookeeper IV	Public Works - Zoo		
	Building Inspector	Building Permits & Inspections		1
	CAD Supervisor	Public Works		
	Payroll Accountant	Finance		
	Chief-Operator	Public Works - WWTP		
	Communications Coordinator	Mayor's Office		
	Construction Inspector	Public Works		
	Development Coordinator	Public Works		
	Electrical Supervisor	Public Works - WWTP		
	Engineering Technician/Customer Service	Public Works		
	Engineering Technician	Public Works		
	GIS Analyst	Public Works - Engineering	005.044	0.70
8	Housing-Supervisor	Neighborhood-Services-&-Code-Compliance	\$35,614	\$57,2
	Laboratory Director/Chemist	Public Works – WWTP	\$38,107	\$61,2
	Lead Zoo Keeper	Public Works - Zoo		
	Maintenance Supervisor	Public-WorksWWTP		
	Marketing & Development Associate	Public Works – Zoo		
	Parks Supervisor	Public Works – Parks		
	Biosolids-Manager	Public-Works		
	Pretreatment-Coordinator	Public-WorksWWTP]
	Resource Manager	Public Works, Police		
	Traffic Supervisor	Public Works – Traffic		
	Utility Section Chief	Public Works - W&S		
	Vehicle Maintenance Supervisor	Public Works - Fleet Maintenance	1	I

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	WWTP Operator III Water Plant Maintenance Operator WWTP Shift Supervisor	Public Works - WWTP Public Works - WTP Public Works - WWTP		
9	Assistant W&S Superintendent BioSolids Manager Construction Inspection Supervisor Education Curator Human Resources Manager Maintenance Supervisor Network Administrator Plans Examiner Police Communications Officer III Pretreatment Coordinator/Supervisor WWTP Operator IV	Public Works - W&S Public Works - WWTP Public Works - Zoo Mayor's Office Public Works - WWTP IT BPI Police Public Works - WWTP Police Public Works - WWTP	\$38,463 \$41,155	\$61,86 \$66,19
10	Accountant Asst. Superintendent WWTP Business Development Specialist Chief Operator WWTP Deputy Operations Division Chief Financial Analyst Housing Supervisor Project Manager Quartermaster Safe Streets Coordinator Sanitation Superintendent Traffic Systems Manager WTP Assistant Superintendent Zoo Curator	Internal Services - Finance Public Works - WWTP Business Development Public Works - WWTP Public Works - Water Division Internal Services - Finance Neighborhood Services & Code Compliance Public Works - Engineering Police Non-Sworn Police Public Works - Sanitation Public Works - Traffic Public Works - WTP Public Works - Zoo	\$41,538 \$44,447	\$66,81 \$71,49

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11	Assistant-Director of Internal-Services — Finance City Clerk Surveyor Director, Community-Development Manager, Technical Support Project Engineer W&S-Superintendent Zoning Administrator	Internal Services — Finance Office of the City Clerk Public Works Community Development Public Works Public Works Public Works Public Works Public Works Public Works — Water Division Building Permits & Inspections	\$44,863 \$48,003	\$ 72,1 (\$77,2
12	Assistant-City-Administrator Assistant-Director-of-Internal-Services - Finance Assistant-Director-of-Internal-Services-Procurement Assistant Superintendent - WWTP Deputy Director - Operations Director, Community Development WTP Superintendent W&S Superintendent	Mayor's Office Internal Services - Finance Internal Services - Procurement Public Works WWTP Public Works - Operations Division Community Development Public Works - Water Treatment Plant Public Works - W&S Division	\$48,452 \$51,844	\$ 77,03 \$83,38
13	Assistant Director of Internal Services - Finance Assistant Director of Internal Services-Procurement Supervisory Civil Engineer WWTP Superintendent Zoo Director	Internal Services - Finance Internal Services - Procurement Public Works Public Works - WWTP Public Works - Zoo	\$ 52,328 \$55,991	\$84,1 \$90,05
14	Director, Building Permits & Inspections Director, Information-Technology Director, NSCC Water Division Chief WWTP Superintendent	Building Permits & Inspections Information-Technology Neighborhood Services & Code Compliance Public Works – Water Division Public Works - WWTP	\$56,514 \$60,470	\$90,86 \$97,26
15	Director, Information Technology Assistant City Administrator Deputy Director – Engineering Fire Chief	Information Technology Mayor's Office Public Works Fire	\$61,036 \$65,309	\$ 98,17 \$105,04

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16	Chief of Police Director, Internal Services	Police Internal Services	\$ 65,918 \$70,532 \$113,447
17	Director, Public Works	Public Works	\$ 71,191 \$ 114,506 \$76,174 \$122,522
18	City Administrator	Mayor's Office	\$ 76,887 \$ 123,668 \$82,269 \$132,325