



Staff Report

Agenda Item: **Salary Range Resolution** – Approval of Resolution # 1343, A Resolution of The Mayor and Common Council of the Town of Clarkdale, Arizona, Amending Resolution #1296, Adopting a Range Placement Table for Employee Salary Ranges, and Setting Effective Dates.

Staff Contact: Janet Perry, HR-Community Services Director

Meeting Date: August 10, 2010

Background: As Council is aware, the new Fiscal Year brought a minor reorganization with existing staff, eliminating the Assistant Town Manager position and shifting the majority of those duties to an HR-Community Services Director position. Additionally, now having received the Walton Family Foundation award for the funding of a Clarkdale Sustainability Park Project Manager, we are in the process of filling that role which introduces another Director level position to the organization. An updated Organizational Chart is included as a reference to this information.

While addressing the new positions described above, we are taking the opportunity to tend to other ‘housekeeping’ items pertaining to the Court Clerk and Court Supervisor positions. Currently both are indicated as ‘Fair Labor Standards Act (FLSA) exempt/salaried’ on the Salary Range Placement Table. However, neither falls under the accepted definition as FLSA exempt, nor has either one ever been treated as such in the Town’s accounting or payroll procedures. A (*) distinction on the Salary Table indicates a position as FLSA exempt/salaried and, based on our practices, this (*) distinction should be removed from these two positions. Taking this action carries no impact on any employee(s) currently in either position.

The details of these proposed changes are included in the attached Salary Range Placement Table Resolution and they are:

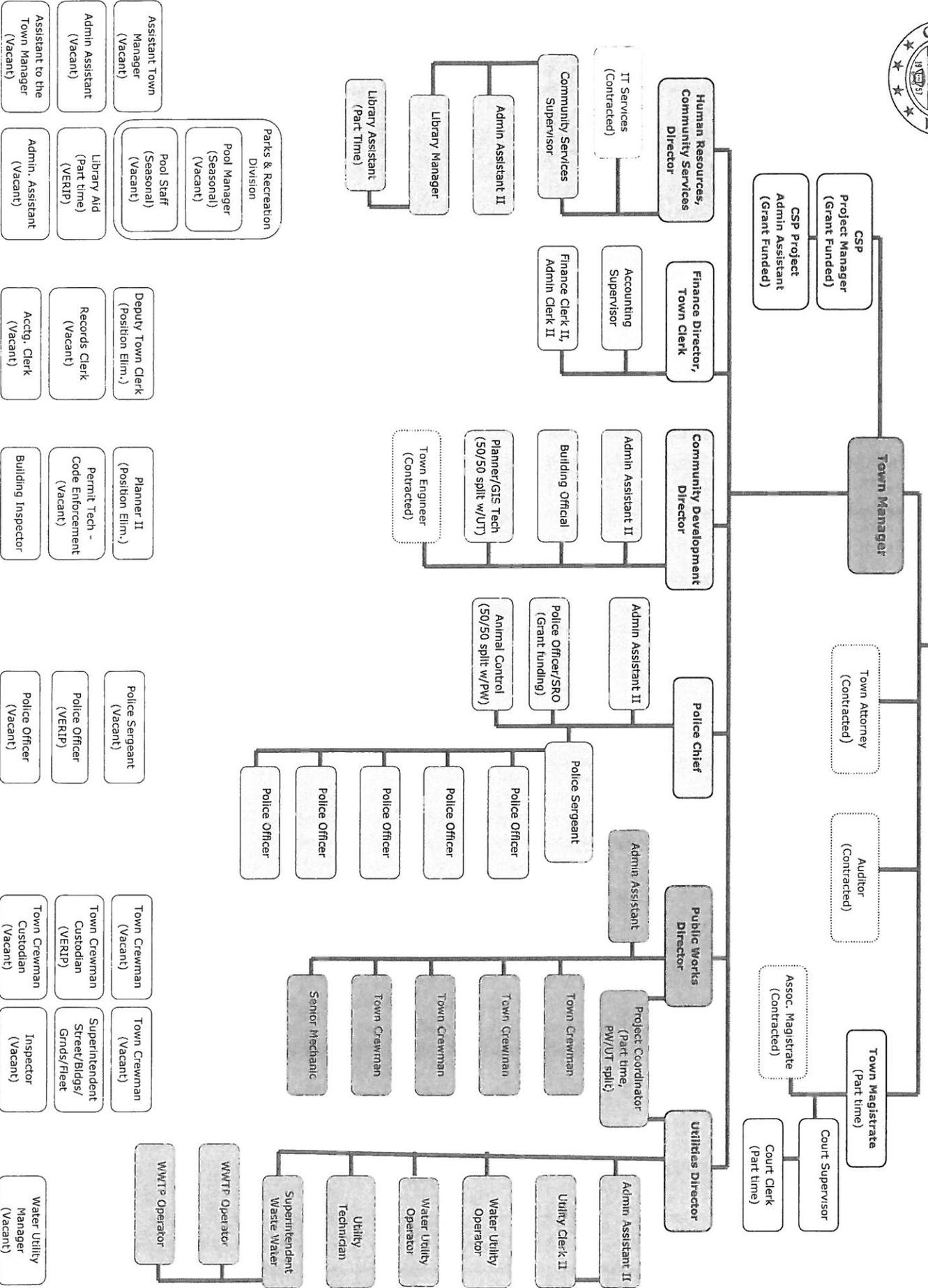
1. Range 12: deletion of the asterisk (*) indicating the Court Clerk position as being FLSA non-exempt;
2. Range 15: deletion of the asterisk (*) indicating the Court Supervisor position as being FLSA non-exempt;
3. Range 24: insertion of the new HR-Community Services Director and CSP Project Manager positions.

If approved, the proposed changes would replace Resolution #1296 as approved by Council on April 28, 2009.

Recommendation: To approve Resolution #1343, A Resolution of The Mayor and Common Council of the Town of Clarkdale, Arizona, Amending Resolution #1296, Adopting a Range Placement Table for Employee Salary Ranges, and Setting Effective Dates.



MAYOR & TOWN COUNCIL



RESOLUTION #1343

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING RESOLUTION #1296, ADOPTING A RANGE PLACEMENT TABLE FOR EMPLOYEE SALARY RANGES, AND SETTING EFFECTIVE DATES.

BE IT RESOLVED by the Mayor and the Town Council of the Town of Clarkdale:

THAT the following Salary Range Placement Table is hereby adopted effective August 10, 2010.

Town of Clarkdale Salary Range Placement Table

5% Between Ranges

30% Between Range Minimum and Control Point

* FLSA Exempt Positions (Salaried)

+ Department Head

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
	Seasonal/Temporary Positions (Cashier, Recreation Aid, Lifeguard, Rec Assistant, Head Lifeguard)		7.25	9.43	13.32
1		Hourly	\$7.76	\$10.09	\$12.42
		Bi-Weekly	\$620.80	\$807.04	\$993.28
		Monthly	\$1,345.07	\$1,748.59	\$2,152.11
		Annually	\$16,140.80	\$20,983.04	\$25,825.28
2		Hourly	\$8.15	\$10.59	\$13.04
		Bi-Weekly	\$651.84	\$847.39	\$1,042.94
		Monthly	\$1,412.32	\$1,836.02	\$2,259.71
		Annually	\$16,947.84	\$22,032.19	\$27,116.54
3		Hourly	\$8.56	\$11.12	\$13.69
		Bi-Weekly	\$684.43	\$889.76	\$1,095.09
		Monthly	\$1,482.94	\$1,927.82	\$2,372.70
		Annually	\$17,795.23	\$23,133.80	\$28,472.37
4	Library Aid	Hourly	\$8.98	\$11.68	\$14.37
		Bi-Weekly	\$718.65	\$934.25	\$1,149.85
		Monthly	\$1,557.08	\$2,024.21	\$2,491.33
		Annually	\$18,684.99	\$24,290.49	\$29,895.99
5		Hourly	\$9.43	\$12.26	\$15.09
		Bi-Weekly	\$754.59	\$980.96	\$1,207.34
		Monthly	\$1,634.94	\$2,125.42	\$2,615.90
		Annually	\$19,619.24	\$25,505.02	\$31,390.79
6	Custodian	Hourly	\$9.90	\$12.88	\$15.85
		Bi-Weekly	\$792.32	\$1,030.01	\$1,267.70
		Monthly	\$1,716.68	\$2,231.69	\$2,746.69
		Annually	\$20,600.21	\$26,780.27	\$32,960.33
7		Hourly	\$10.40	\$13.52	\$16.64
		Bi-Weekly	\$831.93	\$1,081.51	\$1,331.09
		Monthly	\$1,802.52	\$2,343.27	\$2,884.03
		Annually	\$21,630.22	\$28,119.28	\$34,608.35
8	Town Crew Records Clerk Utility Technician	Hourly	\$10.92	\$14.19	\$17.47
		Bi-Weekly	\$873.53	\$1,135.59	\$1,397.64
		Monthly	\$1,892.64	\$2,460.44	\$3,028.23
		Annually	\$22,711.73	\$29,525.24	\$36,338.76

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
9		Hourly	\$11.47	\$14.90	\$18.34
		Bi-Weekly	\$917.20	\$1,192.37	\$1,467.53
		Monthly	\$1,987.28	\$2,583.46	\$3,179.64
		Annually	\$23,847.31	\$31,001.51	\$38,155.70
10		Hourly	\$12.04	\$15.65	\$19.26
		Bi-Weekly	\$963.06	\$1,251.98	\$1,540.90
		Monthly	\$2,086.64	\$2,712.63	\$3,338.62
		Annually	\$25,039.68	\$32,551.58	\$40,063.49
		Shift Rate	\$8.60	\$11.18	\$13.76
11	Administrative Assistant I	Hourly	\$12.64	\$16.43	\$20.22
	Parks and Recreation Coordinator	Bi-Weekly	\$1,011.22	\$1,314.58	\$1,617.95
	Medium Equipment Operator	Monthly	\$2,190.97	\$2,848.26	\$3,505.55
	Accounting Clerk I Utility Clerk I	Annually	\$26,291.66	\$34,179.16	\$42,066.66
12	Animal Control Officer	Hourly	\$13.27	\$17.25	\$21.24
	Code Enforcement Officer	Bi-Weekly	\$1,061.78	\$1,380.31	\$1,698.85
	Court Clerk	Monthly	\$2,300.52	\$2,990.68	\$3,680.83
	Administrative Assistant II	Annually	\$27,606.25	\$35,888.12	\$44,169.99
	Library Manager	Shift Rate	\$9.48	\$12.32	\$15.17
	Pool Manager				
	Accounting Clerk II				
	Water Utility Operator Utility Clerk II				
13	Deputy Town Clerk	Hourly	\$13.94	\$18.12	\$22.30
	WWTP Operator - Grade I & II	Bi-Weekly	\$1,114.87	\$1,449.33	\$1,783.79
	Accounting Supervisor	Monthly	\$2,415.55	\$3,140.21	\$3,864.87
	Parks & Recreation Supervisor	Annually	\$28,986.56	\$37,682.53	\$46,378.49
14	Mechanic	Hourly	\$14.63	\$19.02	\$23.41
	Town Crew Division Lead Worker	Bi-Weekly	\$1,170.61	\$1,521.79	\$1,872.98
		Monthly	\$2,536.32	\$3,297.22	\$4,058.12
		Annually	\$30,435.89	\$39,566.65	\$48,697.42
		Shift Rate	\$10.45	\$13.58	\$16.72
15	Grants Administrator	Hourly	\$15.36	\$19.97	\$24.58
	Planner I	Bi-Weekly	\$1,229.14	\$1,597.88	\$1,966.63
	Senior Mechanic	Monthly	\$2,663.14	\$3,462.08	\$4,261.02
	Court Supervisor	Annually	\$31,957.68	\$41,544.98	\$51,132.29
16	Patrol Officer	Hourly	\$16.13	\$20.97	\$25.81
	Building Inspector/Plan Checker	Bi-Weekly	\$1,290.60	\$1,677.78	\$2,064.96
	Community Services Supervisor	Monthly	\$2,796.30	\$3,635.19	\$4,474.08
		Annually	\$33,555.56	\$43,622.23	\$53,688.90

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
17		Hourly	\$16.94	\$22.02	\$27.10
		Bi-Weekly	\$1,355.13	\$1,761.67	\$2,168.21
		Monthly	\$2,936.11	\$3,816.95	\$4,697.78
		Annually	\$35,233.34	\$45,803.34	\$56,373.35
18	Detective	Hourly	\$17.79	\$23.12	\$28.46
	Planner II	Bi-Weekly	\$1,422.88	\$1,849.75	\$2,276.62
	Assistant to the Manager	Monthly	\$3,082.92	\$4,007.79	\$4,932.67
	WWTP Operator - Grade III&IV	Annually	\$36,995.01	\$48,093.51	\$59,192.01
	Public Works/Utility Superintendent				
	GIS Technician				
	ICT Coordinator				
19		Hourly	\$18.68	\$24.28	\$29.88
		Bi-Weekly	\$1,494.03	\$1,942.24	\$2,390.45
		Monthly	\$3,237.06	\$4,208.18	\$5,179.30
		Annually	\$38,844.76	\$50,498.19	\$62,151.62
		Shift Rate	\$13.30	\$17.29	\$21.28
20		Hourly	\$19.61	\$25.49	\$31.37
		Bi-Weekly	\$1,568.73	\$2,039.35	\$2,509.97
		Monthly	\$3,398.92	\$4,418.59	\$5,438.27
		Annually	\$40,787.00	\$53,023.10	\$65,259.20
		Shift Rate	\$14.00	\$18.21	\$22.41
21	Police Sergeant	Hourly	\$20.59	\$26.77	\$32.94
	Water Utility Manager	Bi-Weekly	\$1,647.17	\$2,141.32	\$2,635.47
	Building Official	Monthly	\$3,568.86	\$4,639.52	\$5,710.18
		Annually	\$42,826.35	\$55,674.25	\$68,522.16
22		Hourly	\$21.62	\$28.10	\$34.59
		Bi-Weekly	\$1,729.53	\$2,248.38	\$2,767.24
		Monthly	\$3,747.31	\$4,871.50	\$5,995.69
		Annually	\$44,967.66	\$58,457.96	\$71,948.26
23		Hourly	\$22.70	\$29.51	\$36.32
		Bi-Weekly	\$1,816.00	\$2,360.80	\$2,905.60
		Monthly	\$3,934.67	\$5,115.07	\$6,295.47
		Annually	\$47,216.05	\$61,380.86	\$75,545.68
24	*+Community Development Director	Hourly	\$23.84	\$30.99	\$38.14
	*+Police Chief	Bi-Weekly	\$1,906.80	\$2,478.84	\$3,050.88
	*+Public Works Director	Monthly	\$4,131.40	\$5,370.83	\$6,610.25
	*+Finance Director	Annually	\$49,576.85	\$64,449.91	\$79,322.96
	*+Magistrate				
	*+Town Clerk				
	*+Utility Director				
	*+HR-Community Services Director				
*+CSP Project Manager					
25		Hourly	\$25.03	\$32.53	\$40.04
		Bi-Weekly	\$2,002.14	\$2,602.78	\$3,203.43
		Monthly	\$4,337.97	\$5,639.37	\$6,940.76
		Annually	\$52,055.69	\$67,672.40	\$83,289.11

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
26		Hourly	\$26.28	\$34.16	\$42.04
		Bi-Weekly	\$2,102.25	\$2,732.92	\$3,363.60
		Monthly	\$4,554.87	\$5,921.34	\$7,287.80
		Annually	\$54,658.48	\$71,056.02	\$87,453.56
27	*Assistant Town Manager	Hourly	\$27.59	\$35.87	\$44.15
		Bi-Weekly	\$2,207.36	\$2,869.57	\$3,531.78
		Monthly	\$4,782.62	\$6,217.40	\$7,652.19
		Annually	\$57,391.40	\$74,608.82	\$91,826.24
28		Hourly	\$28.97	\$37.66	\$46.35
		Bi-Weekly	\$2,317.73	\$3,013.05	\$3,708.37
		Monthly	\$5,021.75	\$6,528.27	\$8,034.80
		Annually	\$60,260.97	\$78,339.26	\$96,417.55
29	*Town Manager	Hourly	\$30.42	\$39.55	\$48.67
		Bi-Weekly	\$2,433.62	\$3,163.70	\$3,893.79
		Monthly	\$5,272.84	\$6,854.69	\$8,436.54
		Annually	\$63,274.02	\$82,256.23	\$101,238.43
30		Hourly	\$31.94	\$41.52	\$51.11
		Bi-Weekly	\$2,555.30	\$3,321.89	\$4,088.48
		Monthly	\$5,536.48	\$7,197.42	\$8,858.36
		Annually	\$66,437.72	\$86,369.04	\$106,300.35
31		Hourly	\$33.54	\$43.60	\$53.66
		Bi-Weekly	\$2,683.06	\$3,487.98	\$4,292.90
		Monthly	\$5,813.30	\$7,557.29	\$9,301.28
		Annually	\$69,759.61	\$90,687.49	\$111,615.37

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Clarkdale, Arizona on this 10th day of August, 2010.

APPROVED:

Doug Von Gausig, Mayor

ATTEST:

Kathy Bainbridge, Town Clerk