

BILL NO. 3358

ORDINANCE NO. _____

AN ORDINANCE TO ADOPT AND IMPLEMENT REVISIONS TO THE CITY OF CHESTERFIELD EMPLOYEE SALARY ADMINISTRATION MANUAL.

WHEREAS, The Chesterfield City Council previously adopted revisions to the City's compensation plan and salary administration manual by Resolution #441, #443 and Ordinance 3101; and

WHEREAS, The current Salary Administration Manual for the City of Chesterfield provides an adjustment of the entire compensation plan; and

WHEREAS, The Finance and Administration Committee has reviewed and recommended specific changes to the Salary Administration Manual at their meeting on August 31st, 2021; and

WHEREAS, The City of Chesterfield strives to promote economy and effectiveness in the personnel services rendered to the City of Chesterfield; and

WHEREAS, The City of Chesterfield desires to establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service; and

WHEREAS, The City of Chesterfield endeavors to ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures; and

WHEREAS, The City of Chesterfield believes that providing a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified person to be employed, promoted and retained on the basis of merit and fitness; and

WHEREAS, The City of Chesterfield desires to provide managers and supervisors direction and guidance in administering the salary administration program to ensure that it is fair and consistent to individual employees and the City of Chesterfield.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:

Section 1: The City Administrator is hereby authorized and directed to implement revisions to the City of Chesterfield's Employee Salary Administration Manual, as reviewed and recommended by the Finance and Administration Committee August 31st, 2021.

Section 2: A copy of the revised City of Chesterfield Salary Administration Manual is attached hereto and identified as "Exhibit A".

Passed and approved this _____ day of _____, 2021.

Presiding Officer

Bob Nation, Mayor

ATTEST:

Vickie McGownd, City Clerk

FIRST READING HELD 9/20/2021

CHAPTER I
INTRODUCTION

The City of Chesterfield Salary Administration Manual described herein has been established to meet the following objectives and goals:

- A. To promote economy and effectiveness in the personnel services rendered to the City of Chesterfield.
- B. To establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service.
- C. To ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures.
- D. To provide a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified persons to be employed, promoted and retained on the basis of merit and fitness.
- E. To make the City of Chesterfield an attractive employer and to encourage each employee to render their best service to the City of Chesterfield.
- F. To guide managers and supervisors administering the salary administration program and to assist them in the administration of the program so that it is fair and consistent to individual employees and the City of Chesterfield.

CHAPTER II
DEFINITIONS

Words used in this manual in the present tense include the future as well as the present, the singular includes the plural; and the plural includes the singular. The following words have the significance attached to them in this section, unless otherwise apparent from the context of the section in which they appear.

CITY - City of Chesterfield, Missouri

CITY ADMINISTRATOR - The Chief Administrative officer of the City of Chesterfield.

DEPARTMENT HEADS - The recognized Department Heads of the City of Chesterfield.

FULL-TIME EMPLOYEE - An employee who is scheduled to work forty (40) hours per week on a regular basis.

MAY - Is permissive or optional.

SHALL - Is mandatory

SUPERVISOR OR MANAGER - A person having the responsibility of assigning work, guiding and disciplining employees

FRATERNAL ORDER OF POLICE (FOP) – Reference to those employees within the Police Department represented by the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15 and the Chesterfield Police Officers Association.

CHAPTER III

COMPENSATION CLASSIFICATION AND ASSIGNMENT POLICIES

Section 1. Compensation Classification - Description and Purpose

The Compensation Classification plan is comprised of a list of compensation classifications for positions supported by written specifications (i.e., job descriptions) setting forth the duties and responsibilities within each class of positions. The purpose of the classification plan shall be to:

- A. Provide similar pay for similar work.
- B. Establish qualification standards for recruiting purposes.
- C. Provide a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- D. Assist in determining budget requirements.
- E. Provide a basis for developing standard work performance.
- F. Establish lines of promotion and career growth.
- G. Indicate training needs.
- H. Provide uniform titles for positions.

All full-time employees of the City of Chesterfield shall be included in a position classification plan with the exception of the City Administrator, who shall remain a non-classified employee. Commissioned law enforcement employees will be addressed in a separate volume.

Section 2. Compensation Classes

Compensation classifications shall consist of one or more positions that are similar in the basic character of their duties and responsibilities so that the same pay level, title and qualification requirements can be applied and the positions can be treated fairly and equitably under like conditions.

Section 3. Job Descriptions

Job descriptions are concise, written documents summarizing accountability, nature and scope, duties, qualifications, contacts, complexity and working conditions associated with a position. Job descriptions are important sources of information for developing

performance standards, evaluating jobs in the marketplace, and training employees.

Current job descriptions will be maintained for all positions in the position classification plan. The format and definition of terms used in the job descriptions will be as follows:

- A. Identification - This section will list the position title, the department which the associated position is assigned and the immediate supervisor.
- B. Position Summary - This section shall broadly explain the kind and level of work which characterizes the position and thereby distinguishes it from other classes. It may include references to such factors as level of responsibility, independence of action, areas of expertise, and supervision exercised.
- C. Principal Duties and Responsibilities - This section shall list a variety of duties and responsibilities which will customarily be performed by the associated position. This section may not be construed as setting forth all the specific responsibilities and duties, nor shall it limit or modify the right of any appointing authority to assign, direct, and control the work of employees. All job descriptions shall include the phrase "performs all other related work as required," to provide flexibility in assigning employees as necessary.
- D. Skills, Knowledge and Abilities - This part of the job description shall set forth the special skills, knowledge and abilities which are required of new employees at the time of their appointment.
- E. Minimum Education, Certification, and Experience Requirements - This section shall present a general statement of the minimum experience, education and other additional training/certifications which would ordinarily provide adequate preparation for a position and for successful performance of the work characteristics of the position.

Section 4. Maintenance of Job Descriptions

It will be the responsibility of each Department Head to review the job description of each position in their department regularly. Appropriate revisions and recommendations shall be submitted to the City Administrator for review and approval. The City Administrator may require revisions prior to approval. The Human Resources Manager shall maintain copies of each currently approved job description.

Section 5. New Job Descriptions

If a new job position is created, the Department Head is responsible for developing a description. The new job description shall be submitted for review and approval by the City Administrator. Under no circumstances shall a salary action be taken until such process is completed.

Section 6. Position Evaluation

Position evaluation is the process of determining the value of a position and assigning it to the appropriate compensation classification level. It shall be the responsibility of the City Administrator to assign each job title to its appropriate group by function and then by positions which are substantially similar with respect to difficulty, responsibility, and character of work. Such similar positions shall require generally the same amount of training and experience for proper performance to merit approximately equal pay.

Section 7. Position Evaluation Reviews

It shall be the responsibility of the Department Head to re-evaluate job positions for which revised position descriptions have been submitted; evaluate new positions for which position descriptions have been submitted; and submit all position evaluations and re-evaluations to the City Administrator for approval.

CHAPTER IV

THE PAY PLAN AND SALARY ADMINISTRATION POLICIES

Section 1. Pay Plan Structure

The City of Chesterfield pay plan structure consists of forty-six (46) individual compensation positions. Each compensation classification position consists of an alpha-numeric identifier (e.g. D4), a compensation minimum, midpoint and maximum, and is characterized by a defined "spread", which is the percentage difference between the maximum and minimum compensation levels. The compensation classifications are designed to include values for each civilian job position within the City of Chesterfield. The compensation classifications are designed to uniformly increase at four (4%) percent between each successive position. The pay plan structure is generally designed with 30% spread between the minimum and maximum compensation for each classification. However, there are a number of specific positions that have been identified as "critical" positions, and those positions have been designed with 40% spread of compensation values.

- A. A sufficient number of pay levels were included to capture the full range of job values represented in the city administration and the full range of job values anticipated in the future.
- B. Each pay level was made wide enough (30% - 40%) to allow employees to earn merit increases while performing their responsibilities.
- C. The distance between pay levels (4%) was made large enough to reflect actual differences in relative values of jobs in each pay level.
- D. Each position was assigned to the pay level which best represented its combined internal value to the City and external value in the marketplace.

Section 2. Annual Adjustment of Compensation Classification Ranges for Non-FOP employees

An annual uniform adjustment will be made to the compensation classification ranges based upon the All Urban Consumers (CPI-U) <https://data.bls.gov/cgi-bin/surveymost?cu>, Midwest region, All items CUUR0200SA0, not seasonally adjusted, one-year recorded percent index

change over the previous year, as reported for June in the prior calendar year. To ensure that the minimum and maximum value of the pay levels reflect the current market value of city jobs and the movement of salaries in comparable labor markets, the compensation plan ranges shall be adjusted annually, in January, immediately after distribution of the annual merit increases, if applicable. ~~This adjustment to the salary ranges will be applied the following January after merit increases (if awarded) have been applied.~~ Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded. In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following year. However, in any given year, the annual compensation plan adjustment is limited to a value that shall not exceed 75% of the merit pool approved by City Council. This limitation is essential to preserve separation between existing employees and new hires.

Section 3. Determination of Annual Budget for Performance Based (Merit) Increases

The Finance and Administration Committee of Council will annually make a recommendation to the full City Council with regard to what amount to budget for performance based compensation adjustments in the upcoming budget. Staff will provide information to the Finance and Administration Committee including but not limited to; CPI, Cost of Labor indexes, and City Revenues such that the Committee can provide the recommendation for the value of the merit pool budget.

Should the City Council elect to fund an annual merit increase, the amount allocated to the annual budget will be based on the following, and any other factors the Council chooses to consider.

- A) A percentage stipulated and approved by City Council based upon CPI, economic factors, and revenues available to the City.
- B) Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective

range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.

- C) It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.
- D) There will be no allocation made for vacant positions as of September 1st of the current year or positions that are forecast to be vacant or eliminated.

A dollar figure will be calculated based upon the above criteria, and this amount will be forwarded to the City Council as a recommended value to be included in the proposed budget.

Section 4. Compensation Below Assigned Pay Level

In no event shall a probationary employee's compensation be increased as a result of the annual CPI-U compensation plan adjustment. A probationary employee may temporarily be compensated below grade, until they have successfully completed their probationary period and received their first annual merit increase, at which time their compensation shall be adjusted to ensure they are within the appropriate pay grade.

If an employee's salary is too low to coincide with the position classification plan, the compensation will be increased to the minimum value of the newly assigned pay level.

Section 5. Compensation Above Assigned Pay Level

As a result of a compensation classification adjustment and/or the re-evaluation and reassignment of certain positions in the position classification plan, individual salaries may be above the maximum value of the appropriate pay level.

If an employee's salary is too high, they shall not receive merit increases until such time as they are "recaptured" by the appropriate pay level. Once the employee's salary falls within the appropriate salary level, they will once again be eligible for merit increases.

Section 6. Compensation Levels For New Hires

The salary level for a new employee will depend upon the employee's qualifications. As a rule, new employees will be hired at the minimum amount of their pay level. Any hires above the minimum pay level up to the established maximum salaries described in the previous paragraph, may not occur without a written recommendation by the Department Head to the City Administrator stating why the candidate exceeds the minimum qualifications for the position. New employees may be hired at a compensation level not more than ten percent (10%) above the minimum pay for their job classification with the expressed approval of the Department Head. When job or market conditions necessitate, new employees may be hired at a compensation level up to the job classification midpoint only with the written permission of the City Administrator.

If at any time, acute competition, demonstrated exceptional qualifications of a candidate and/or labor shortages in the labor market create an unusually difficult situation for hiring personnel, the City Administrator may request that the Finance and Administration Committee so declare such situation and provide exemptions from the hiring salary limitation.

Section 7. Compensation Actions

The following types of compensation action may occur and affect the placement of any employee in the merit pay plan:

- A. Promotions - A promotion is the assignment of an employee from one position to another position having a higher maximum salary. When an employee is promoted to a position in a higher classification, the employee's salary shall be increased to not less than the minimum rate for the higher classification or to another point in salary range, whichever provides the employee with a salary increase of at least five percent (5%) above their current rate of pay. This action should be distinguished from a reclassification of a position which is assigned to a higher pay level.

- B. Demotions - A demotion is the involuntary assignment of an employee from one position to another position having a lower maximum salary. When an employee is involuntarily demoted to an assignment in a classification having a lower maximum rate than the salary received at the time of reassignment, then the employee shall receive the maximum rate established for the classification to which the employee

is being demoted; otherwise, the employee shall receive their present rate if that rate is lower than the maximum rate of the classification to which they are being demoted.

- C. Separations - Separations shall include resignation, dismissal, retirement, lay-off, disability or death. No salary actions shall be taken as a result of an employee's separation, unless such action is specified by ordinance or an employee contract.
- D. Transfer - A transfer is the voluntary assignment of an employee from one position to another position having either a lower or higher maximum salary. An employee who voluntarily transfers to another position will be subject to the pay level of the position being accepted and will start at a salary most equivalent to their salary in the previous position but not to exceed the maximum rate of the new range or fall below the minimum rate of the new range.
- E. Performance - Performance is the carrying out of required action and displayed patterns of behavior. Performance evaluations shall determine performance levels and the assigned merit increases according to performance.
- F. Overtime - All full-time non-exempt employees covered by the Fair Labor Standards Act must be compensated at the rate of 1-1/2 times the number of hours worked over forty (40) in a seven (7) day work week or over an established work period or receive compensatory time off. The work week for purposes of this section shall be defined as beginning at 12:01 a.m. Sunday morning and proceeding for seven (7) full continuous days until midnight the following Saturday night. Authorized absences with pay during the work week or work period because of vacation, holidays, military training leave, or compensatory time off shall be considered authorized work for the purposes of calculating overtime. The City reserves the right to change work schedules during the work week or work period to reduce overtime liability.
- G. Overtime/Callouts on Holidays and Vacation - Any non-exempt employees covered by the Fair Labor Standards Act, who are called to work on a holiday or while on vacation shall be paid at the rate of one

(1) times the employee's hourly rate for all hours worked. Such overtime compensation shall be in addition to regular pay received for the holiday. Both the holiday hours and the hours worked on the holiday shall be included in the calculation of all hours worked for the work week.

- H. Call-Outs - If an employee is called back to work outside of a normally scheduled work day or is called back to work after having completed a regularly scheduled work day, the City shall compensate the employee a minimum of two (2) hours.
- I. Approval of Overtime - The City shall not be obligated to pay overtime not expressly authorized in advance by a direct supervisor. Employees who perform unauthorized overtime work shall not receive payment. All overtime should be recorded and claimed in the appropriate pay period and on the appropriate time sheet.
- J. Scheduling of Overtime - When scheduling overtime, supervisors shall attempt to equitably distribute overtime among all qualified employees and it shall be assigned to the most appropriate position classification which can perform the work.

Supervisors shall when possible, give employees reasonable advance notice of overtime work. When sufficient personnel with appropriate skills are not available on a voluntary basis to perform required overtime, employees who refuse to work assigned overtime or who fail to report upon notice for overtime work may be subject to appropriate disciplinary action.

- K. Compensatory Time Off - All employees covered by the Fair Labor Standards Act are eligible for compensatory time off in lieu of overtime pay when work hours exceed forty (40) hours in a seven (7) day work week or their work period hours. Employees cannot receive both compensatory time and overtime as compensation for the same excess hours worked. The city will grant compensatory time off in lieu of overtime unless the operations of the city would be unduly disrupted by the employee's absence from work.

Accrual of compensatory time shall be limited to a maximum of forty (40) hours for all covered employees except those employees responding to an emergency or significant event. In this event, compensatory time may be temporarily accrued up to eighty (80) hours.

Compensatory time shall be accrued at a rate of one and one-half (1-1/2) hours for each excess hour worked. All compensatory time accrual as well as compensatory time taken, must be approved by the employee's supervisor and reviewed by his Department Head. Employees will be compensated for unused accrued compensatory time remaining at the time of separation from employment.

CHAPTER V
PERFORMANCE APPRAISAL PROGRAM

Section 1. Objectives

The objectives of the City of Chesterfield Performance Appraisal Program are to optimize each employee's job performance by providing good information to an employee in regard to established performance standards. Employees must be compared to their job description and work performance and not to their co-workers. The Performance Appraisal Program also provides managers and supervisors with a more acceptable tool for employee compensation decision-making.

Section 2. Policy

To accomplish the objectives of the Performance Appraisal Program, it is important that both managers and employees view the process as a positive tool to produce more effective working relationships and work ethic. This is more likely to occur when employees understand their job responsibilities, receive feedback on their performance against specific job standards and are given the opportunity to develop useful action plans to improve performance when deficiencies exist.

Section 3. Performance Appraisal Schedule

The City of Chesterfield Performance Appraisal Schedule shall be as follows:

- A. All new employees shall be evaluated after six (6) months of service from their date of hire. They shall be evaluated again after twelve (12) months of service from their date of hire.
- B. After the six (6) month and twelve (12) month evaluations, all employees shall be evaluated annually prior to January 1. If a new employee received their twelve (12) month service evaluation after January 1 and prior to April 1 of any given year, they shall be added to the next annual evaluation cycle with all other employees on November 1. If a new employee has received his twelve (12) month service evaluation on or after April 1 and prior to January 1, they shall not be required to be evaluated during the next regular annual evaluation cycle. They shall, however, be eligible for a pro-rata merit increase effective the first full pay period after January 1st, based upon

the percentage amount included in the fiscal year budget for merit increases. From that date forward, the employee shall be included in the regular January 1st evaluation cycle.

- C. Following the successful completion of the twelve (12) month probationary evaluation and the annual evaluation thereafter, an employee shall be eligible for a merit based increase in compensation as determined in conjunction with the compensation plan in effect at the time of the evaluation. The total dollars budgeted for salary increases shall be determined each year by the City Council during the annual budget process.

Section 4. Performance Appraisal Evaluation

All evaluations completed by subordinate supervisors must be approved by each level of supervision in the department including the Department Head. The City Administrator shall evaluate all Department Heads and Executive staff.

The Department Head will forward their recommendations for merit awards to the Finance Director, who shall review them and forward them to the City Administrator for final approval.

Prior to the six (6) month or twelve (12) month service date or January 1, the Department Heads shall review all performance evaluations with the individual employees in their respective department. Employees shall sign their evaluation forms and all original evaluation forms shall be returned to the Personnel Office to be filed permanently in the employee's personnel file. At a different meeting, the Department Head shall conduct the salary discussion and communicate the merit increase.

Section 5. Performance Appraisal Appeal

If employees do not agree with the performance evaluation they receive, they may appeal the review to their Department Head. Signature on the evaluation form shall not signify acceptance of the evaluation. It shall merely be acknowledgement of the review with the employee by the Department Head. The appeal shall be filed separately. Employees can access forms on CCNET. All appeals must be filed within seven (7) days of the evaluation. Failure to do so will be regarded as acceptance of the evaluation, and the right to further appeal will be forfeited. Appeals must be filed in duplicate with the Department Head and the Human Resources

Manager. The Human Resources Manager shall notify the City Administrator of all performance evaluation appeals.

Following receipt of an appeal, the Department Head must review and decide on the appeal within seven (7) days. The Department Head shall notify the employee and Human Resources Manager of the decision. If the employee is unwilling to accept the determination of their Department Head, they may request the appeal be reviewed by the City Administrator. The City Administrator must review and decide on the appeal within fourteen (14) days. The decision of the City Administrator shall be final.

The performance appraisal appeal shall not be confused with the appeals process for the administration of discipline for employees. Disciplinary actions involving dismissal, suspension, or demotion shall be separately provided for in the grievance procedure described in the City of Chesterfield Personnel Rules and Regulations.

The appropriate form for a performance appraisal appeal may be obtained from the Human Resources Manager or on CCNET.

CHAPTER VI
COMPENSATION DECISION-MAKING

Section 1. Objective

It is the City of Chesterfield's objective to develop a fair and equitable linkage between the performance appraisal system and the merit pay plan. The compensation plan approved by the City Council shall be used for this purpose.

Section 2. Policy

All compensation decisions shall follow the performance appraisal process and the overall performance ratings for each employee shall be individually reviewed and awarded. All decisions regarding compensation should be made without the influence of issues which bear no relationship to the review of work performance.

Section 3. Merit Increases

A merit increase is the total payment granted an employee as a result of his overall performance rating. A merit increase cannot be granted which would result in any employee exceeding the maximum compensation assigned for their specific job title.

Section 4. Procedure to Determine Compensation

The following procedure shall be used in compensation decision-making:

- A. The Finance Director shall inform the Department Heads of the actual payroll and total dollars available for merit increases. The Finance Director shall also provide information relative to the current compensation classifications.
- B. The Performance Appraisal Program shall have specific guidelines for assisting Department Heads in tying the percent merit increase to the work performance score. When there are multiple employees within a single job title, the merit award assigned to each employee should reflect their relative performance ranking. In no circumstance, should an employee with a lesser performance ranking receive a superior merit increase as compared to a peer having the same job title, with a lower performance rank.

- C. The Department Head shall prepare Personnel Action Forms to affect all salary changes. After all signatures are affixed to the Personnel Action Form, and the Finance Director receives a copy, all salary changes shall be entered into the payroll system. Department Heads shall be responsible for informing their respective employees of increases to be received. Additionally, the Finance Director shall prepare statements for each employee affected by either the minimum salary adjustment or the conversion onto the annual review cycle.



October 7, 2021

Mr. Michael Geisel
City Administrator
City of Chesterfield
690 Chesterfield Parkway West
Chesterfield, MO 63017

Dear Michael:

In this year’s salary planning letter we are changing our methodology to include multiple data sources to better reflect the rapidly changing and hot labor market. Our goal is to provide a richer and timelier view of how wages are changing so that the structure update factor tracks broad salary trends and the salary increase budget process is both aligned with trends and provides meaningful movement through the pay range. Let us first state our recommendations and then explore how they were derived.

Recommendations	
Structure Update:	3.2%
Salary Increase Budget:	4.4%

Structure Update

Adjusting your salary structure annually will help ensure that your salary range minimums remain competitive to the market and that your salary range maximums remain appropriate. This is an annual best practice, but is only a short term fix as jobs move in the labor market differently from the overall labor market. Some jobs might be considered “hot jobs” and see pay escalate quickly while other jobs may stagnate in the labor market. For this reason, it’s important to evaluate your positions to the market every three to five years.

The structure update review includes geographic and industry data from the 2021-22 WorldatWork *Salary Budget Survey* in which survey participants project their next structure update factor. The geographic data reported is 2.1% (Central) and the industry data is 2.0% (Public Administration).


The second data source for this recommendation comes from the U.S. Bureau of Labor Statistics *Employment Cost Index – June 2021* that reports the increase in compensation costs over time. The relevant data in our recommendation stems from the reported wages and salaries data for civilian workers (i.e., all private and state and local government), which is 3.2%.

In comparing both metrics, it appears that the WorldatWork projections fail to keep pace with overall salary increases over the past year. Our recommendation then is to adjust the salary structure to align with the ECI rate so that the structure is indexed to broad wage movement in the labor market. The final structure recommendation has been adjusted for your geography and industry.

Salary Increase Budget

Matching market trends for annual salary adjustments ensures that wages remain competitive to the market. It is also important that current employees advance through the pay range, especially meritorious employees whose performance and skill development should be recognized.





The salary increase budget recommendations also evaluate geographic and industry data from the 2021-22 WorldatWork *Salary Budget Survey*, in which survey participants project their annual salary increase budget. The geographic data reported is 3.2% (Central) and the industry data is 3.2% (Public Administration). The national, all industry salary increase budget data is an additional 1.2% (i.e., 120 basis points) higher than the national, all industry structure update data from the same survey. In order to ensure that we are providing the timeliest information, our salary increase recommendation was determined by adding this differential to the structure update recommendation. This differential ensures that employees receiving an increase progress through the market competitive range of pay, not just keep pace with it.

I trust you will find this information helpful. If you have any additional questions, feel free to call.

Sincerely,



Joe Rice
Director, Compensation Consulting
(314) 590-4070
jrice@cbiz.com

CBIZ is a business and financial advisory firm providing a vast array of services, including compensation consulting. Our professionals perform compensation valuations on a regular basis and are qualified to provide such.



2022 APPROVED JOB CLASSIFICATION MATRIX

JOB TITLE	GRADE	MIN	MIDPOINT	MAX	Spread
Customer Service Representative	C	\$33,864	\$38,944	\$44,023	30%
Court Clerk	D	\$36,573	\$42,059	\$47,545	30%
Building Attendant	D	\$36,573	\$42,059	\$47,545	30%
Parks Facility Attendant	D	\$36,573	\$42,059	\$47,545	30%
Records Clerk	D	\$36,573	\$42,059	\$47,545	30%
Recreation Aide	D	\$36,573	\$42,059	\$47,545	30%
Investigative Support Specialist	D4	\$38,036	\$43,741	\$49,447	30%
Assistant Court Administrator	E	\$39,499	\$45,424	\$51,349	30%
Command Staff Coordinator	E	\$39,499	\$45,424	\$51,349	30%
Executive Assistant	E	\$39,499	\$45,424	\$51,349	30%
Forestry Technician	E	\$39,499	\$45,424	\$51,349	30%
Maintenance Worker (Parks\Street)	E	\$39,499	\$45,424	\$51,349	30%
Recreation Specialist	E	\$39,499	\$45,424	\$51,349	30%
Planning Technician	E4	\$41,079	\$47,241	\$53,402	30%
Accounting Clerk	F	\$42,659	\$49,058	\$55,456	30%
Business Assistance Coordinator	F	\$42,659	\$49,058	\$55,456	30%
Building Maintenance Technician	F	\$42,659	\$49,058	\$55,456	30%
Records Clerk Supervisor	F	\$42,659	\$49,058	\$55,456	30%
Asst to CA/Deputy City Clerk	F4	\$44,365	\$51,020	\$57,675	30%
Code Enforcement Inspector	F4	\$44,365	\$51,020	\$57,675	30%
Human Resource Generalist	F4	\$44,365	\$51,020	\$57,675	30%
Information Technology Technician	F4	\$44,365	\$51,020	\$57,675	30%
Senior Maintenance Worker (Parks\Street)	F4	\$44,365	\$51,020	\$57,675	30%
Fleet Maintenance Mechanic	G4	\$47,914	\$55,101	\$62,289	30%
Communication Specialist	H	\$49,757	\$57,221	\$64,684	30%
GIS Analyst - CAD Tech	H	\$49,757	\$57,221	\$64,684	30%
Senior Engineering Const. Inspect	H	\$49,757	\$57,221	\$64,684	30%
Street Maintenance Crew Leader	H	\$49,757	\$57,221	\$64,684	30%
Recreation Manager	H4	\$51,747	\$59,510	\$67,272	30%
Senior Accountant	H4	\$51,747	\$59,510	\$67,272	30%
Fleet Maintenance Team Leader	I	\$53,738	\$61,798	\$69,859	30%
Lead GIS Analyst - CAD Tech.	I	\$53,738	\$61,798	\$69,859	30%
Office Manager	I	\$53,738	\$61,798	\$69,859	30%
Assistant Building Maintenance Supervisor	I4	\$55,887	\$64,270	\$72,653	30%
City Arborist/Urban Forester	I4	\$55,887	\$67,065	\$78,242	40%
Maintenance Supervisor (Parks\Street)	I4	\$55,887	\$64,270	\$72,653	30%
Project Planner	I4	\$55,887	\$64,270	\$72,653	30%
Fleet Maintenance Supervisor	J4	\$60,358	\$69,412	\$78,466	30%
Court Administrator	K	\$62,680	\$72,082	\$81,484	30%
Building Maintenance Supervisor	L	\$67,694	\$81,233	\$94,772	40%
GIS Administrator	L	\$67,694	\$77,848	\$88,002	30%
Technical Operations Administrator	L	\$67,694	\$77,848	\$88,002	30%
Asst. City Administrator	L	\$67,694	\$81,233	\$94,772	40%
Civil Engineer	L4	\$70,402	\$80,962	\$91,522	30%
Project Manager	L4	\$70,402	\$80,962	\$91,522	30%
Senior Planner	L4	\$70,402	\$80,962	\$91,522	30%
Application\Web Developer	M	\$73,110	\$84,076	\$95,043	30%
City Clerk	M	\$73,110	\$87,732	\$102,354	40%
Superintendent - Arts & Entertainment	M4	\$76,034	\$91,241	\$106,448	40%
Assistant Finance Director	M4	\$76,034	\$91,241	\$106,448	40%
Assistant Director - Parks, Recreation & Arts	M4	\$76,034	\$91,241	\$106,448	40%
Assistant City Planner	M4	\$76,034	\$91,241	\$106,448	40%
Superintendent - Recreation Operations	M4	\$76,034	\$91,241	\$106,448	40%
Superintendent of Sports & Wellness	M4	\$76,034	\$91,241	\$106,448	40%
Superintendent - Street & Fleet Operations	M4	\$76,034	\$91,241	\$106,448	40%
Human Resource Manager	M4	\$76,034	\$91,241	\$106,448	40%
Senior Civil Engineer	N	\$78,958	\$90,802	\$102,646	30%
Assistant City Engineer	O	\$85,275	\$102,330	\$119,385	40%
IT Director	P4	\$95,781	\$114,937	\$134,093	40%
Finance Director	P4	\$95,781	\$114,937	\$134,093	40%
Director of Parks, Recreation & Arts	P4	\$95,781	\$114,937	\$134,093	40%
Director of Planning	P4	\$95,781	\$114,937	\$134,093	40%
Director of Public Works - City Engineer	P4	\$95,781	\$114,937	\$134,093	40%
City Administrator	V4	\$151,992	\$174,791	\$197,590	30%
Lieutenant		\$85,937	\$96,679	\$107,421	
Captain		\$95,343	\$109,644	\$123,946	
Chief		\$107,645	\$127,021	\$146,397	

2021 WAGE CLASSIFICATION RANGES					
Pay Grade	Minimum	Median	Maximum	Spread	Increment
A	\$29,033	\$33,388	\$37,743	30%	4%
A4	\$30,194	\$34,723	\$39,252	30%	4%
B	\$31,355	\$36,059	\$40,762	30%	4%
B4	\$32,610	\$37,501	\$42,393	30%	4%
C	\$33,864	\$38,944	\$44,023	30%	4%
C4	\$35,218	\$40,501	\$45,784	30%	4%
D	\$36,573	\$42,059	\$47,545	30%	4%
D4	\$38,036	\$43,741	\$49,447	30%	4%
E	\$39,499	\$45,424	\$51,349	30%	4%
E4	\$41,079	\$47,241	\$53,402	30%	4%
F	\$42,659	\$49,058	\$55,456	30%	4%
F4	\$44,365	\$51,020	\$57,675	30%	4%
G	\$46,071	\$52,982	\$59,893	30%	4%
G4	\$47,914	\$55,101	\$62,289	30%	4%
H	\$49,757	\$57,221	\$64,684	30%	4%
H4	\$51,747	\$59,510	\$67,272	30%	4%
I	\$53,738	\$61,798	\$69,859	30%	4%
I4	\$55,887	\$64,270	\$72,653	30%	4%
J	\$58,037	\$66,742	\$75,448	30%	4%
J4	\$60,358	\$69,412	\$78,466	30%	4%
K	\$62,680	\$72,082	\$81,484	30%	4%
K4	\$65,187	\$74,965	\$84,743	30%	4%
L	\$67,694	\$77,848	\$88,002	30%	4%
L4	\$70,402	\$80,962	\$91,522	30%	4%
M	\$73,110	\$84,076	\$95,043	30%	4%
M4	\$76,034	\$87,439	\$98,844	30%	4%
N	\$78,958	\$90,802	\$102,646	30%	4%
N4	\$82,117	\$94,434	\$106,752	30%	4%
O	\$85,275	\$98,066	\$110,858	30%	4%
O4	\$88,686	\$101,989	\$115,292	30%	4%
P	\$92,097	\$105,912	\$119,726	30%	4%
P4	\$95,781	\$110,148	\$124,515	30%	4%
Q	\$99,465	\$114,385	\$129,304	30%	4%
Q4	\$103,443	\$118,960	\$134,477	30%	4%
R	\$107,422	\$123,535	\$139,649	30%	4%
R4	\$111,719	\$128,477	\$145,235	30%	4%
S	\$116,016	\$133,418	\$150,821	30%	4%
S4	\$120,656	\$138,755	\$156,853	30%	4%
T	\$125,297	\$144,092	\$162,886	30%	4%
T4	\$130,309	\$149,855	\$169,402	30%	4%
U	\$135,321	\$155,619	\$175,917	30%	4%
U4	\$140,734	\$161,844	\$182,954	30%	4%
V	\$146,147	\$168,069	\$189,990	30%	4%
V4	\$151,992	\$174,791	\$197,590	30%	4%
W	\$157,838	\$181,514	\$205,190	30%	4%
W4	\$164,152	\$188,775	\$213,397	30%	4%

Hypothetical Example

WAGE CLASSIFICATION RANGES (adj 3.2% hypothetical only)					
Pay Grade	Minimum	Median	Maximum	Spread	Increment
A	\$29,962	\$34,456	\$38,950	30%	4%
A4	\$31,160	\$35,834	\$40,508	30%	4%
B	\$32,359	\$37,213	\$42,067	30%	4%
B4	\$33,653	\$38,701	\$43,749	30%	4%
C	\$34,948	\$40,190	\$45,432	30%	4%
C4	\$36,345	\$41,797	\$47,249	30%	4%
D	\$37,743	\$43,405	\$49,066	30%	4%
D4	\$39,253	\$45,141	\$51,029	30%	4%
E	\$40,763	\$46,877	\$52,992	30%	4%
E4	\$42,393	\$48,752	\$55,111	30%	4%
F	\$44,024	\$50,627	\$57,231	30%	4%
F4	\$45,785	\$52,653	\$59,520	30%	4%
G	\$47,546	\$54,678	\$61,809	30%	4%
G4	\$49,448	\$56,865	\$64,282	30%	4%
H	\$51,349	\$59,052	\$66,754	30%	4%
H4	\$53,403	\$61,414	\$69,424	30%	4%
I	\$55,457	\$63,776	\$72,095	30%	4%
I4	\$57,676	\$66,327	\$74,978	30%	4%
J	\$59,894	\$68,878	\$77,862	30%	4%
J4	\$62,290	\$71,633	\$80,977	30%	4%
K	\$64,685	\$74,388	\$84,091	30%	4%
K4	\$67,273	\$77,364	\$87,455	30%	4%
L	\$69,860	\$80,339	\$90,818	30%	4%
L4	\$72,655	\$83,553	\$94,451	30%	4%
M	\$75,449	\$86,767	\$98,084	30%	4%
M4	\$78,467	\$90,237	\$102,007	30%	4%
N	\$81,485	\$93,708	\$105,931	30%	4%
N4	\$84,744	\$97,456	\$110,168	30%	4%
O	\$88,004	\$101,204	\$114,405	30%	4%
O4	\$91,524	\$105,253	\$118,981	30%	4%
P	\$95,044	\$109,301	\$123,557	30%	4%
P4	\$98,846	\$113,673	\$128,500	30%	4%
Q	\$102,648	\$118,045	\$133,442	30%	4%
Q4	\$106,754	\$122,767	\$138,780	30%	4%
R	\$110,860	\$127,489	\$144,117	30%	4%
R4	\$115,294	\$132,588	\$149,882	30%	4%
S	\$119,728	\$137,688	\$155,647	30%	4%
S4	\$124,517	\$143,195	\$161,873	30%	4%
T	\$129,307	\$148,703	\$168,099	30%	4%
T4	\$134,479	\$154,651	\$174,823	30%	4%
U	\$139,651	\$160,599	\$181,546	30%	4%
U4	\$145,237	\$167,023	\$188,808	30%	4%
V	\$150,823	\$173,447	\$196,070	30%	4%
V4	\$156,856	\$180,385	\$203,913	30%	4%
W	\$162,889	\$187,322	\$211,756	30%	4%
W4	\$169,405	\$194,815	\$220,226	30%	4%