

NOTICE OF SPECIAL MEETING  
COMMON COUNCIL OF THE CITY OF COOLIDGE  
MONDAY, JUNE 13, 2011  
*OFFICE HOURS – 5:30 P.M.*  
COUNCIL CHAMBERS, 911 S. ARIZONA BOULEVARD  
PINAL COUNTY, COOLIDGE, ARIZONA

*Members of the Coolidge City Council will attend either in person or by telephone conference call or video communication.*

**CALL TO ORDER:**

1. Roll Call

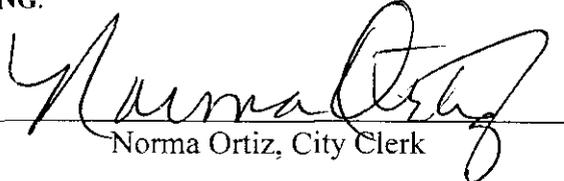
**DISCUSSION ISSUES:**

2. Discussion on proposed amendments to the Personnel Policy and Procedures Handbook and Salary Classifications. **Discussion.**

**ADJOURNMENT**

THIS NOTICE IS POSTED IN ACCORDANCE WITH THE CITY CODE 2-4-1 OF THE CITY OF COOLIDGE AND A.R.S. § 38-431, ET SEQ. ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND THIS MEETING.

DATED this 8<sup>th</sup> day of June, 2011

  
Norma Ortiz, City Clerk

PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETERS, SHOULD CONTACT THE ADA COORDINATOR AT (520) 723-5361 OR TDD LINE (520) 723-4653 NO LATER THAN 10:00 A.M. JUNE 13, 2011.

**NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the City of Coolidge makes a video or voice recording of a minor child. A.R.S. §1-602.A.9. Coolidge Council Meetings are recorded and may be viewed on Channel 11 and the Coolidge website. If you permit your child to participate in the Council Meeting, a recording will be made. If your child is seated in the audience your child may be recorded, but you may request that your child be seated in a designated area to avoid recording. Please submit your request to the City Clerk at (520)723-5361, Ext. #6009.

*The Agenda and all supporting documents and materials pertaining to this Agenda together with Staff and Department Reports are available for viewing in the Library and City Hall during normal business hours.*

POSTED: 6-8-11

TIME: 5:00 p.m.

# **CITY OF GOOLIDGE**

## **Personnel Policy and Procedures**

**Rachel A Duran, Human Resource Analyst**

**June 13, 2011**

# **Personnel Policies and Procedures Handbook**

- **Coolidge Salary Table**
- **Job Descriptions**
  - Kids Kamp Leader
  - Lifeguard
- **Chapter 1 GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES**
- **Chapter 2 EMPLOYMENT PROCESS**
  - Policy 2-2 Job Posting for current employees
- **Chapter 3 COMPENSATION**
  - Section 3-2-4 Classifications
  - Section 3-3-7 Longevity Pay Program
  - Section 3-6-1 Nonexempt Employees
  - Section 3-11-4 Transfer Evaluation Period

# **Personnel Policies and Procedures Handbook**

- **Chapter 4 EMPLOYMENT BENEFITS**
  - **Policy 4-9 Sick Leave**
- **Chapter 5 WORK RULES**
  - **Section 5-5-4 Types of Disciplinary Action**
- **Chapter 7 SAFETY AND HEALTH**
- **Chapter 8 TERMINATION OF EMPLOYMENT**
  - **8-1-2 Retirement with Sick Leave Benefit**
  - **8-2-4 Continuation of Benefits**

# **Goodridge Salary Table**

- **See handout**

# Job Description

**TITLE:**

Kids Kamp Leader

**DEPARTMENT:**

Community Services

**REPORTS TO:**

Recreation Coordinator I

**LAST UPDATED:**

June 2011

**JOB CLASS:**

Seasonal

**FLSA DESIGNATION:**

Non-Exempt

**Summary:** Under direct supervision, performs a variety of seasonal program leader functions for assigned City recreation programs and activities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Participate in all daily activities including swimming, sports, games, creative arts, nature and drama.
- Take on some leadership roles as determined by Recreation Coordinators
- Assist with special programs and/or events as needed
- Be a positive role model for youth and for other staff members
- Interact in a positive way with youth, parents and staff
- Attend full staff training as well as weekly staff meetings
- Maintains equipment and facilities in clean and safe condition

**Required Knowledge and Skills:**

- Must be between the ages of 15 and 25 years of age and have completed at least the 9<sup>th</sup> grade.
- Must enjoy working with children and being outside in the summer.
- Must have a positive attitude and a desire to mentor young children.
- Must have experience working with children and be able to provide references.

# Job Description

**TITLE:** Lifeguard

**LAST UPDATED:** June 2011

**DEPARTMENT:** Community Services

**JOB CLASS:** Seasonal

**REPORTS TO:** Pool Manager

**FLSA DESIGNATION:** Non-Exempt

**Summary:** Under direct supervision, performs a variety of seasonal program functions for assigned City recreation programs and activities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Share responsibilities for planning, development, implementation and evaluation of programs, services and activities.
  - Create and maintain a safe, positive environment for all pool patrons.
  - Provide positive guidance and role modeling to pool patrons.
  - Assist with special programs and/or events as needed
  - Actively participate in all aspects of program including shifts as lifeguard.
  - Attend full staff training as well as weekly staff meetings
  - Maintains equipment and facilities in clean and safe condition
- Required Knowledge and Skills:**
- Must be between the ages of 15 and 25 years of age and have completed at least the 9<sup>th</sup> grade.
  - Must enjoy working with children and being outside in the summer.
  - Must have a positive attitude and a desire to mentor young children.
  - Must have experience working with children and be able to provide references.

# Chapter 1 GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

<p><b>OLD:</b></p> <p><b>Article II – EMPLOYEE RESPONSIBILITIES -</b></p> <p><b>Section 201 – residency Requirements</b></p> <p>Except for the City Manager, Police Chief, Fire Chief, and the Public Works Director, all employees of the City of Coolidge shall reside within a distance or radius of the City limits that will not cause a response time that adversely affects the city in its ability to adequately serve its residents or causes tardiness or excessive absences.</p>	<p><b>CURRENT:</b></p> <p><b>NO Policy in place</b></p>	<p><b>PROPOSED:</b></p> <p><b>Chapter 1 GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES Section 1-2-9 Residency Requirement</b></p> <p>All Department Heads of the City of Coolidge shall reside in the city limits within twelve (12) months from the date of employment.</p> <p>Current Department Heads of the City of Coolidge will be grandfathered</p>
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# Chapter 2 EMPLOYMENT PROCESS

<p><b>OLD:</b></p> <p><b>ARTICLE III – RECRUITMENT AND SELECTION Section 306 – Promotional Opportunities</b></p> <p>Promotional Opportunities shall be made known to City employees through the distribution of position announcements and/or other appropriate means. Qualified City employees may submit applications for consideration for promotional opportunities. Except as otherwise approved by the City Manager, only city employees who have completed the initial probationary period may be considered for promotion.</p>	<p><b>CURRENT:</b></p> <p><b>Chapter 2</b></p> <p><b>EMPLOYMENT PROCESS Policy</b></p> <p><b>2-2 Job Posting for current employees</b></p> <p>When job openings arise, qualified internal candidates will be given consideration in filling those openings where possible. To encourage employees to express their interest, the City has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply.</p>	<p><b>PROPOSED:</b></p> <p><b>Chapter 2</b></p> <p><b>EMPLOYMENT PROCESS Policy</b></p> <p><b>2-2 Job Posting for current employees</b></p> <p>When job openings arise, qualified internal candidates will be given consideration in filling those openings where possible. To encourage employees to express their interest, the City has established a job-posting program. The program will notify employees of openings and provide a method for employees to apply. Positions shall be posted internally for five (5) days. Internal applications will then be reviewed. Qualified internal applicants will be interviewed before external applications are considered.</p>
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# Chapter 3 COMPENSATION

<p><b>OLD:</b></p> <p><b>Article VI – CLASSIFICATION, COMPENSATION AND BENEFITS – Section 601-Position Classification Plan</b></p> <p>The personnel officer or other designated person shall ascertain and record the duties and responsibilities of all positions in the classified service and, after consultation with the heads of departments affected, shall develop a classification plan for such positions. The classification plan shall consist of classes of positions in the classified service defined by class specification including job titles. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class and the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class. The plan shall be amended from time to time as the duties, responsibilities and employment conditions change.</p>	<p><b>CURRENT:</b></p> <p><b>Chapter 3 COMPENSATION – Section 3-2-4 Classifications</b></p> <p><b>2. Part-Time – An employee hired for an indefinite period in a position for which the normal work schedule is at least 20 hours but less than 40 hours per week.</b></p> <p><b>5. Regular – an employee who is eligible for the city's benefit package, subject to terms, limitations and conditions of each program.</b></p>	<p><b>PROPOSED:</b></p> <p><b>Chapter 3 COMPENSATION – Section 3-2-4 Classifications</b></p> <p><b>2. Part-Time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 20 hours per week. Not eligible for City sponsored benefits.</b></p> <p><b>5. Regular Part-Time – An employee hired for an indefinite period in a position for which the normal work schedule is at least 20 hours but less than 40 hours per week are eligible for prorated PTO and other City sponsored benefits as appropriate.</b></p>
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# Chapter 3 COMPENSATION

<p><b>OLD:</b></p> <p><b>ARTICLE VI – CLASSIFICATION, COMPENSATION AND BENEFITS Section 607 – Longevity Pay Program</b></p>	<p><b>CURRENT:</b></p> <p><b>Chapter 3 COMPENSATION Section 3-3-7 Longevity Pay Program</b></p>	<p><b>PROPOSED:</b></p> <p><b>Chapter 3 COMPENSATION Section 3-3-7 Longevity Pay Program (Remove)</b></p>
<p><b>D. Longevity pay shall be calculated using the years of service completed for each employee as of December 15th of each year.</b></p> <p><b>E. To be eligible, an employee must be employed on December 15 of the longevity year.</b></p>	<p><b>3. Longevity pay shall be calculated using the years of service completed for each employee as of December 15th of each year.</b></p> <p><b>4. To be eligible, an employee must be employed on December 15th of the longevity year.</b></p>	

# Chapter 3 COMPENSATION

<p><b>OLD:</b> N/A</p>		
	<p><b>CURRENT:</b> Section 3-6-1 Nonexempt Employees B. The employee shall designate whether he/she desires to use Pay for Service or Compensatory Time Off at the time the overtime is documented by the payroll time sheet</p>	
		<p><b>PROPOSED:</b> Section 3-6-1 Nonexempt Employees B. The payroll time sheet shall document whether the employee is using Pay for Service or Compensatory Time Off. The Department Head may designate whether the employee shall use Pay for Service or Compensatory Time Off prior to the overtime work. If not designated by the Department Head prior to the overtime work, the employee may designate whether he/she desires to use Pay for Service or Compensatory Time Off for the overtime work.</p>

# Chapter 3 COMPENSATION

## OLD:

**ARTICLE VII – PROMOTION,  
TRANSFER AND DEMOTION-**

**Section 702 – Transfer**

With the approval of both department heads involved and the City Manager, an employee may be transferred from a position in one department to another position with the same salary range in another department. The annual performance evaluation date of the employee does not change in a transfer.

## CURRENT:

**Chapter 3 COMPENSATION –  
Section 3-11-4 Transfer  
Evaluation Period**

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied. F. Transfers do not change the employee's performance evaluation anniversary.

## PROPOSED:

**Chapter 3 COMPENSATION –  
Section 3-11-4 Transfer  
Evaluation Period**

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied. With the approval of the City Manager, an employee may be transferred from a position in one department to another position with the same salary range in another department. F. Transfers do not change the employee's employment anniversary date.

# Chapter 4 EMPLOYMENT BENEFITS

<p><b>OLD:</b></p> <p><b>ARTICLE VII – PROMOTION, TRANSFER AND DEMOTION</b>  <b>Section 803 – Sick Leave</b></p> <p>Accrual of sick leave is limited to 480 hours or the amount of accrued sick leave as of 12-31-2007.</p> <p>(The City of Coolidge shall comply with the provisions of the Family &amp; Medical Leave Act of 1993).</p>	<p><b>CURRENT:</b></p> <p><b>Chapter 4</b>  <b>EMPLOYMENT BENEFITS POLICY</b>  <b>4-9 Sick Leave</b></p> <p>Sick leave accrual is limited to 480 hours or the amount of accrued sick leave as of 12-31-97.</p>	<p><b>PROPOSED:</b></p> <p><b>Chapter 4</b>  <b>EMPLOYMENT BENEFITS POLICY</b>  <b>4-9 Sick Leave</b></p> <p>No Cap on Sick leave accrual          (Remove cap on all Sick leave)          (FMLA 12 weeks = 480 hrs)</p>
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# Chapter 4 EMPLOYMENT BENEFITS

## **OLD:**

**In order to receive compensation while absent on sick leave, the employee shall notify the appropriate supervisor prior to or within one hour of the normal starting time for the employee.**

## **CURRENT:**

**Section 4-9-4 Notification to Supervisor**

**A. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday or within two hours after the time set for beginning their daily duties**

## **PROPOSED:**

**Section 4-9-4 Notification to Supervisor**

**A. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday or within thirty (30 min.) after the time set for beginning their daily duties**

# Chapter 4 EMPLOYMENT BENEFITS

<b>OLD:</b>	<b>CURRENT:</b>	<b>PROPOSED:</b>
<p><b>Section 805 – Sick Leave Incentive Program</b></p> <p>The employee shall have the option of being compensated at their regular rate of pay for ½ of the hours in excess of the maximum accrued or if approved by the City Manager, he credited with additional vacation time of ½ of the hours accrued. Otherwise, any sick leave in excess of the maximum accrual shall be forfeited.</p>	<p><b>Section 4-9-8 Sick Leave Incentive Program</b></p> <p>The employee shall have the option of being compensated at their regular rate of pay for ½ of the hours in excess of the maximum accrued or if approved by the City manager he credited with additional vacation time of ½ of the hours accrued. Otherwise, any sick leave in excess of the maximum accrual shall be forfeited.</p>	<p><b>Section 4-9-8 Sick Leave Incentive Program</b></p> <p>(No cap no incentive?)</p> <p>Remove</p>

# Chapter 5 WORK RULES

<b>OLD:</b>	<b>CURRENT:</b>	<b>PROPOSED:</b>
<p><b>Article IX-DISCIPLINARY ACTION AND RULES OF CONDUCT-</b></p> <p><b>Section 904 -- Levels of Disciplinary Action Available</b></p> <p><b>B. A reprimand may be issued by a department head or a designated representative to an employee for an offense not serious enough for suspension, demotion or dismissal. A reprimand shall be in writing and a copy shall be forwarded to the Personnel Officer for insertion in the employee's personnel file.</b></p>	<p><b>Chapter 5 WORK RULES -- Section 5-5-4 Types of Disciplinary Action</b></p> <p><b>B. Written Reprimand</b></p> <p><b>2. Written Reprimand notices must be issued within 10 days after the occurrence of the violation claimed by the supervisor. The contents of this notice will be explained to the employee in an interview.</b></p>	<p><b>Chapter 5 WORK RULES -- Section 5-5-4 Types of Disciplinary Action</b></p> <p><b>B. Written Reprimand</b></p> <p><b>2. Written reprimand notices must be issued within 10 business days after the discovery of alleged act claimed by the supervisor. The City Manager may extend the 10 business days. The contents of this written reprimand will be reviewed with the employee in an interview.</b></p>

# Chapter 7 SAFETY AND HEALTH

**OLD:**

N/A

**CURRENT:**

**Chapter 7 SAFETY AND HEALTH**  
**C. Post-Accident Testing for Non-CDL Employees All other Town employees shall be required to submit to a drug or alcohol test immediately following an accident in which the employee was involved while operating a City-owned vehicle where physical injury to any person or property damage occurs. Determination for exceptions to testing will be made by the fleet manager, the Human Resources Director or the employee's supervisor.**

**PROPOSED:**

**Chapter 7 SAFETY AND HEALTH**  
**C. Post-Accident Testing for Non-CDL Employees**  
**All other City employees shall be required to submit to a drug and alcohol test immediately following an accident in which the employee was involved while operating a City-owned vehicle where physical injury to any person or property damage occurs. Determination for exceptions to testing will be made by the fleet manager, the Human Resources Director or the employee's supervisor.**

# Chapter 8 TERMINATION OF EMPLOYMENT

**OLD:**

**ARTICLE XI -- LEAVING THE CITY  
SERVICE SECTION 1104 --**

**Separation Incentive  
Program**

Employees who become eligible for medical or normal retirement as defined in the Arizona Revised Statutes are eligible to participate in the separation incentive program. For a period of 60 calendar days following the date of program eligibility as noted above, eligible employees may separate from City service and participate in the separation incentive program whereby the participating employee will receive payment for one half (1/2) of accrued unused sick leave paid at the employee's hourly rate of pay at the time of separation.

**CURRENT:**

**Chapter 8 TERMINATION OF  
EMPLOYMENT Section 8-1-2**

**Retirement with Sick Leave  
Benefit**

Employees who become eligible for medical or normal retirement as defined in the Arizona Revised Statutes are eligible to receive a sick leave benefit. When an employee becomes eligible for retirement and separates from the City in good standing, the employee will receive payment for one half (1/2) of their accrued unused sick leave paid at the employee's hourly rate of pay at the time of separation.

**PROPOSED:**

**Chapter 8 TERMINATION OF  
EMPLOYMENT Section 8-1-2**

**Retirement with Sick Leave  
Benefit**

Employees who become eligible for medical or normal retirement as defined in the Arizona Revised Statutes are eligible to receive a sick leave benefit. For a period of 60 calendar days following the date of program eligibility as noted above. When an employee becomes eligible for retirement and separates from the City in good standing, the employee will receive payment for one half (1/2) of their accrued unused sick leave up to 500 hours paid at the employee's hourly rate of pay at the time of separation.

Employee Retiring by December 31, 2011 are grandfathered.

(no cap pay 500 hrs?)

# Chapter 8 TERMINATION OF EMPLOYMENT

**OLD:**

**Article XI - LEAVING THE CITY  
SERVICE SECTION 1101 -  
Resignation**

**N/A**

**CURRENT:**

**Chapter 8 TERMINATION OF  
EMPLOYMENT SECTION 8-2-4  
Continuation of Benefits**

**A. Benefits continue through  
the time actually worked by  
the employee. If the  
employee works through the  
15th day of the month or  
later, City-provided  
insurance, benefits will  
continue through the last  
day of the month.**

**PROPOSED:**

**Chapter 8 TERMINATION OF  
EMPLOYMENT SECTION 8-2-4  
Continuation of Benefits**

**A. Benefits continue through  
the time actually worked by  
the employee. City-provided  
insurance, benefits will  
continue through the last  
day of the month of  
termination.**

<b>Class Code</b>	<b>Occupational Job Families and Job Classes</b>	<b>Salary Range</b>	<b>Mimumum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1000</b>	<b>City Administration Group</b>				
1010	City Manager	93	\$109,975	\$137,469	\$164,963
1020	Assistant to City Manager	79	\$75,934	\$94,918	\$113,901
1030	City Clerk	70	\$60,803	\$76,003	\$91,204
1040	Grants Coordinator (Vacant)	64	\$52,430	\$65,537	\$78,645
1050	Assistant City Manager	87	\$92,518	\$115,648	\$138,777
<b>1100</b>	<b>Financial Services Group</b>				
1110	CFO/Director, Financial Services	82	\$83,817	\$104,771	\$125,725
1120	Senior Account Clerk	46	\$34,457	\$43,071	\$51,685
1130	Account Clerk	38	\$28,280	\$35,350	\$42,420
1140	Financial Systems Coordinator	60	\$47,498	\$59,373	\$71,248
<b>1200</b>	<b>Human Resources Group</b>				
1210	Director, Human Resources	74	\$68,792	\$85,991	\$103,189
1220	Analyst, Human Resources	56	\$44,107	\$55,134	\$66,161
<b>1300</b>	<b>Municipal Court Group</b>				
<b>1305</b>	<b>Magistrate</b>	78	\$74,082	\$92,602	\$111,123
1310	Court Administrator/Assistant City Magistrate	70	\$62,323	\$77,903	\$93,484
1320	Senior Court Clerk	42	\$31,216	\$39,020	\$46,824
1330	Court Clerk	36	\$26,917	\$33,647	\$40,376
<b>1400</b>	<b>Administrative Support Group</b>				
1410	Executive Assistant	48	\$36,201	\$45,251	\$54,301
1420	Administrative Assistant	43	\$31,996	\$39,996	\$47,995
1430	Office Clerk	32	\$24,386	\$30,482	\$36,579
1440	Secretary	36	\$26,917	\$33,647	\$40,376
<b>1500</b>	<b>Information Technology Group</b>				
1510	Manager, Information Technology	74	\$68,792	\$85,991	\$103,189
1520	IT Support Technician	51	\$38,985	\$48,731	\$58,477
1530	Manager, Information Technology & Airport (Vacant)	78	\$75,934	\$94,918	\$113,901
1540	Assistant IT Technician (Vacant)	45	\$32,796	\$40,995	\$49,194
1550	IT Supervisor (Vacant)	64	\$52,430	\$65,537	\$78,645
<b>1600</b>	<b>Airport Management Group</b>				
1610	Manager, Airport	63	\$52,430	\$65,537	\$78,645
<b>Public Safety Series</b>					
<b>1700</b>	<b>Fire Group</b>				
1710	Fire Chief - Full-time Department (Vacant)	82	\$83,817	\$104,771	\$125,725
1720	Fire Captain	62	\$51,151	\$63,939	\$76,727
1730	Fire Engineer (Vacant)	56	\$44,107	\$55,134	\$66,161
1740	Firefighter/EMT	50	\$38,034	\$47,542	\$57,051
1750	Fire Chief - Volunteer Department	78	\$75,934	\$94,918	\$113,901

<b>1800</b>	<b>Police Sworn Group</b>				
1810	Police Chief	84	\$88,060	\$110,075	\$132,090
1820	Police Commander	74	\$68,792	\$85,991	\$103,189
1830	Police Sergeant	64	\$53,741	\$67,176	\$80,611
1840	Police Officer	54	\$41,982	\$52,478	\$62,973

<b>1900</b>	<b>Police Support Group</b>				
1910	Crime Analyst	56	\$44,107	\$55,134	\$66,161
1920	Supervisor, Public Safety Communications	54	\$41,982	\$52,478	\$62,973
1930	Senior Public Safety Dispatcher (Vacant)	48	\$36,201	\$45,251	\$54,301
1940	Public Safety Dispatcher	44	\$32,796	\$40,995	\$49,194
1950	Supervisor, Police Records	42	\$31,216	\$39,020	\$46,824
1960	Police Records Clerk	36	\$26,917	\$33,647	\$40,376

**Community Development Series**

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<b>2000</b>	<b>Growth Management Group</b>				
2010	Director, Growth Management	80	\$79,778	\$99,723	\$119,667
2020	Senior Planner	64	\$53,741	\$67,176	\$80,611
2030	Planner	56	\$44,107	\$55,134	\$66,161
2040	Civil Engineer (Vacant)	65	\$55,084	\$68,855	\$82,626

<b>2100</b>	<b>Development Services Group</b>				
2110	Building Official	64	\$53,741	\$67,176	\$80,611
2120	Code Enforcement Officer	49	\$37,106	\$46,383	\$55,659
2130	Housing Rehabilitation Specialist	51	\$39,959	\$49,949	\$59,939
2140	Building Inspector II (Vacant)	54	\$41,982	\$52,478	\$62,973
2150	Building Inspector I	48	\$36,201	\$45,251	\$54,301
2160	Permit Technician	44	\$32,796	\$40,995	\$49,194
2170	Sr. Code Enforcement Officer	54	\$41,982	\$52,478	\$62,973

**Community Services Series**

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<b>2200</b>	<b>Community Services Group</b>				
2210	Director, Community Services	78	\$75,934	\$94,918	\$113,901
2220	Director, Parks & Recreation	64	\$53,741	\$67,176	\$80,611
2230	Video Station Coordinator	52	\$39,959	\$49,949	\$59,939
2240	Recreation Coordinator II	52	\$39,959	\$49,949	\$59,939
2250	Recreation Coordinator I	46	\$34,457	\$43,071	\$51,685
2260	Recreation Leader	38	\$28,280	\$35,350	\$42,420
2270	Supervisor, CASPER	23	\$19,526	\$24,408	\$29,290
2280	Media Manager	56	\$43,032	\$53,789	\$64,547

<b>2300</b>	<b>Parks Maintenance Group</b>				
2310	Foreman, Parks Maintenance (Vacant)	52	\$39,959	\$49,949	\$59,939
2320	Parks Maintenance Worker	40	\$29,712	\$37,140	\$44,568
2330	Supervisor, Parks Maintenance	46	\$34,457	\$43,071	\$51,685

<b>2400</b>	<b>Library Group</b>				
2410	Library Manager	64	\$53,741	\$67,176	\$80,611
2420	Library Tech/Program Coordinator	46	\$34,457	\$43,071	\$51,685
2430	Library Assistant	36	\$26,917	\$33,647	\$40,376
2440	Library Clerk	30	\$23,211	\$29,014	\$34,816
2450	Library Page (PT)	17	\$16,838	\$21,047	\$25,256

<b>2500</b>	<b>Transit Management Group</b>				
2510	Transit Manager	56	\$44,107	\$55,134	\$66,161
2520	Transit Supervisor (Vacant)	47	\$35,318	\$44,148	\$52,977
2530	Transit Driver/Dispatcher	32	\$24,386	\$30,482	\$36,579
2540	Transit Sr. Driver/Dispatcher	44	\$32,796	\$40,995	\$49,194

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**Public Works Series**

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<b>2600</b>	<b>Public Works Management Group</b>				
2610	Director, Public Works/City Engineer	82	\$83,817	\$104,771	\$125,725
2620	GIS Mapping Coordinator	64	\$53,741	\$67,176	\$80,611
2625	Civil Engineer Inspector	63	\$52,431	\$65,538	\$78,646
2630	GIS Technician	54	\$41,982	\$52,478	\$62,973

<b>2700</b>	<b>Waste Water Group</b>				
2710	Superintendent, Waste Water Operations	64	\$53,741	\$67,176	\$80,611
2720	Waste Water Treatment/Collections Operator III	54	\$41,982	\$52,478	\$62,973
2730	Waste Water Treatment/Collections Operator II	48	\$36,201	\$45,251	\$54,301
2740	Waste Water Treatment/Collections Operator I (vacant)	42	\$31,216	\$39,020	\$46,824

<b>2800</b>	<b>Facilities Maintenance Group</b>				
2810	Foreman, Facilities Maintenance	60	\$48,686	\$60,858	\$73,029
2820	Facilities Maintenance Worker II	46	\$34,457	\$43,071	\$51,685
2830	Facilities Maintenance Worker	40	\$29,712	\$37,140	\$44,568
2840	Custodian	30	\$23,211	\$29,014	\$34,816

<b>2900</b>	<b>Streets Maintenance Group</b>				
2910	Foreman, Streets Maintenance	52	\$39,959	\$49,949	\$59,939
2920	Streets Maintenance/Heavy Equipment Operator	46	\$34,457	\$43,071	\$51,685
2930	Streets Maintenance/Light Equipment Operator	40	\$29,712	\$37,140	\$44,568

<b>3000</b>	<b>Sanitation Group</b>				
3005	Lead Sanitation Worker	46	\$34,457	\$43,071	\$51,685
3010	Crew Leader, Solid Waste	48	\$36,201	\$45,251	\$54,301
3020	Sanitation Worker	40	\$29,712	\$37,140	\$44,568

<b>3100</b>	<b>Equipment Maintenance Group</b>				
3110	Foreman, Equipment Maintenance	58	\$46,340	\$57,925	\$69,511
3120	Mechanic	48	\$36,201	\$45,251	\$54,301

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**Community Services Series Cont.**

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<b>3200</b>	<b>Seasonal Staff Group</b>				
3210	Kids Kamp Leader			Min. Wage	
3220	Lifeguard			Min. Wage	