

**CITY OF FLORENCE
RESOLUTION NO. 38, SERIES 2021**

**A RESOLUTION AMENDING RESOLUTION 10, SERIES 2015 TO AMEND THE CITY'S PAY
ADMINISTRATION SECTION OF THE EMPLOYEE HANDBOOK AND ADOPT AN
UPDATED PAY FRAMEWORK**

RECITALS:

1. The City Charter Section 13 states that City Council shall, "approve the compensation plan for City employees."
2. The City of Florence Personnel Handbook states that the City will establish a pay range for each job based upon a market survey of other Oregon communities; the pay range will designate a minimum (hiring level) and a maximum rate of pay for each job; and the market study will be updated generally every three to seven years.
3. With budgetary authority, the City conducted a Request for Solicitation in January 2021; after reviewing eight responding organizations, the City contracted with HR Compensation Consultants, LLC (HRCC) in March 2021 to provide a compensation analysis and recommendations for non-represented positions.
4. The Florence City Council reviewed HRCC's recommendations on October 11, 2021.
5. The City Manager utilized the results of the HRCC analysis to determine a new pay framework utilizing grades, with a minimum, middle, and maximum for each grade. Additionally, a job framework was utilized for placing jobs within the new pay framework.
6. The City of Florence, through Resolution 10, Series 2015, last adopted a salary schedule and pay administration guidelines changes to the Employee Handbook.
7. Adopting a new pay framework is proposed in response to changes identified in the labor market, changes in compensation philosophy, updates to various state and federal pay administration laws, and to maintain the new pay plan.
8. The new pay framework includes:
 - a. Implementing a role and level system for all non-represented positions;
 - b. Utilizing the role and level system to place jobs in pay grades;
 - c. Reduce the number of pay grades from 26 to 12; and
 - d. Make changes to the pay grade progression and range spread to address issues pertaining to attracting and retaining employees.
9. Amendments to the Pay Administration section of the 2014 City of Florence Employee Handbook are proposed in response to the new pay framework.
10. These amendments include:
 - a. The Starting Salary section is renamed to Hiring Rates and is changed to utilize a new hire offer matrix based upon qualifications of the individual compared to the minimum qualifications of the position.

- b. The Pay Plan section is renamed Pay Framework and contains updated language to include reference to the role and level framework being adopted.
- c. Changes to the Pay Increases section to include more information about when and how Temporary Assignment, Promotion, Demotion, Transfer/Lateral, Equity, Out-of-Cycle, and Certification pay adjustments are acceptable and to codify our current practices.
- d. Updated language in the Salary Survey section to be applicable to the new pay framework.
- e. Updated language in the Timekeeping section to reflect current practices.
- f. Minor language updates were made to other sections; however, no substantive changes are currently proposed to Performance Evaluation, Merit Increases, PERS pay, Cost of Living, Paydays, Payroll Deductions, Salary Advances, Delivery of Paychecks, Method of Payment, Employee Withholding Exemption Certificates, Timekeeping/Time Records, or Final Paycheck sections.

Based on these findings, THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City of Florence approves the recommended, revised salary schedule as set forth in Exhibit A.
2. The City of Florence approves the amended Pay Administration section of the 2014 City of Florence Personnel Handbook as set forth in Exhibit B.
3. This Resolution shall become effective immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 1st day of November, 2021.



Joe Henry, Mayor

Attest:



Lindsey White, City Recorder

Pay Structure

GR	MIN	MID	MAX	hourly min	hourly mid	hourly max
12	City Manager (governed by contract)					
11	\$ 78,000.00	\$ 105,000.00	\$ 132,000.00			
10	\$ 71,000.00	\$ 95,000.00	\$ 119,000.00			
9	\$ 63,000.00	\$ 85,000.00	\$ 107,000.00			
8	\$ 57,000.00	\$ 77,000.00	\$ 97,000.00			
7	\$ 56,000.00	\$ 70,000.00	\$ 84,000.00	\$ 26.930	\$ 33.660	\$ 40.390
6	\$ 50,000.00	\$ 63,000.00	\$ 76,000.00	\$ 24.040	\$ 30.290	\$ 36.540
5	\$ 45,000.00	\$ 57,000.00	\$ 69,000.00	\$ 21.640	\$ 27.410	\$ 33.180
4	\$ 42,000.00	\$ 53,000.00	\$ 64,000.00	\$ 20.200	\$ 25.490	\$ 30.770
3	\$ 38,000.00	\$ 48,000.00	\$ 58,000.00	\$ 18.270	\$ 23.080	\$ 27.890
2	\$ 36,000.00	\$ 46,000.00	\$ 56,000.00	\$ 17.310	\$ 22.120	\$ 26.930
1	\$ 34,000.00	\$ 43,000.00	\$ 52,000.00	\$ 16.350	\$ 20.680	\$ 25.000

Pay and Job Framework

GR	Leader	Professional	Technician	Associate
12	L7			
11	L6			
10	L5	P6		
9	L4	P5		
8	L3	P4		
7	L2	P3	T6	
6	L1	P2	T5	
5		P1	T4	A5
4			T3	A4
3			T2	A3
2			T1	A2
1				A1

Grade List with Pay Ranges

Proposed Job Title - Active and Inactive	Grade	New Grade Minimum	New Grade Midpoint	New Grade Maximum
Assistant City Manager	11	\$ 78,000	\$ 105,000	\$ 132,000
Chief of Police	11	\$ 78,000	\$ 105,000	\$ 132,000
Public Works Director	11	\$ 78,000	\$ 105,000	\$ 132,000
Administrative Services Director	10	\$ 71,000	\$ 95,000	\$ 119,000
Community Development Director	10	\$ 71,000	\$ 95,000	\$ 119,000
FEC Director	10	\$ 71,000	\$ 95,000	\$ 119,000
Police Commander	10	\$ 71,000	\$ 95,000	\$ 119,000
Assistant Public Works Director	9	\$ 63,000	\$ 85,000	\$ 107,000
Building Official	9	\$ 63,000	\$ 85,000	\$ 107,000
Finance Manager, Senior	9	\$ 63,000	\$ 85,000	\$ 107,000
Human Resources Manager, Senior	9	\$ 63,000	\$ 85,000	\$ 107,000
IT Manager, Senior	9	\$ 63,000	\$ 85,000	\$ 107,000
Building Inspector	8	\$ 57,000	\$ 77,000	\$ 97,000
City Engineer	8	\$ 57,000	\$ 77,000	\$ 97,000
Economic Development Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
FEC Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
Finance Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
Human Resources Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
IT Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
Planning Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
Police Sergeant	8	\$ 57,000	\$ 77,000	\$ 97,000
PW Field Operations Manager	8	\$ 57,000	\$ 77,000	\$ 97,000
W/WW Treatment Plant Superintendent	8	\$ 57,000	\$ 77,000	\$ 97,000
City Recorder	7	\$ 56,000	\$ 70,000	\$ 84,000
Economic Development Analyst, Senior	7	\$ 56,000	\$ 70,000	\$ 84,000
Residential Inspector	7	\$ 56,000	\$ 70,000	\$ 84,000
Senior Accountant	7	\$ 56,000	\$ 70,000	\$ 84,000
Senior Planner	7	\$ 56,000	\$ 70,000	\$ 84,000
W/WW Treatment Plant Supervisor	7	\$ 56,000	\$ 70,000	\$ 84,000
Accountant	6	\$ 50,000	\$ 63,000	\$ 76,000
Accounting Budget Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
Administrative Management Analyst, Senior	6	\$ 50,000	\$ 63,000	\$ 76,000
Associate Planner	6	\$ 50,000	\$ 63,000	\$ 76,000
Building Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
Chief Communications Officer	6	\$ 50,000	\$ 63,000	\$ 76,000
Code Enforcement Officer, Senior	6	\$ 50,000	\$ 63,000	\$ 76,000
Court Administrator	6	\$ 50,000	\$ 63,000	\$ 76,000
Economic Development Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
Engineering Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
FEC Operations Manager	6	\$ 50,000	\$ 63,000	\$ 76,000
HR Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
IT Systems Analyst	6	\$ 50,000	\$ 63,000	\$ 76,000
PW Field Operations Supervisor	6	\$ 50,000	\$ 63,000	\$ 76,000
Treatment Plant Operator, Senior	6	\$ 50,000	\$ 63,000	\$ 76,000

Grade List with Pay Ranges

Proposed Job Title - Active and Inactive	Grade	New Grade Minimum	New Grade Midpoint	New Grade Maximum
Administrative Management Analyst	5	\$ 45,000	\$ 57,000	\$ 69,000
Assistant Planner	5	\$ 45,000	\$ 57,000	\$ 69,000
Building Technician III	5	\$ 45,000	\$ 57,000	\$ 69,000
Code Enforcement Officer III	5	\$ 45,000	\$ 57,000	\$ 69,000
GIS Analyst	5	\$ 45,000	\$ 57,000	\$ 69,000
Senior Utility Lead Worker	5	\$ 45,000	\$ 57,000	\$ 69,000
W/WW Treatment Plant Operator III	5	\$ 45,000	\$ 57,000	\$ 69,000
Admin Assistant III	4	\$ 42,000	\$ 53,000	\$ 64,000
Building Technician II	4	\$ 42,000	\$ 53,000	\$ 64,000
Code Enforcement Officer II	4	\$ 42,000	\$ 53,000	\$ 64,000
Deputy City Recorder	4	\$ 42,000	\$ 53,000	\$ 64,000
Economic Development Technician	4	\$ 42,000	\$ 53,000	\$ 64,000
Engineering Technician	4	\$ 42,000	\$ 53,000	\$ 64,000
Facilities Worker, Lead	4	\$ 42,000	\$ 53,000	\$ 64,000
FEC Operations Coordinator	4	\$ 42,000	\$ 53,000	\$ 64,000
HR Generalist	4	\$ 42,000	\$ 53,000	\$ 64,000
IT Support Technician II	4	\$ 42,000	\$ 53,000	\$ 64,000
Utility Worker, Lead	4	\$ 42,000	\$ 53,000	\$ 64,000
Accounting Clerk III	3	\$ 38,000	\$ 48,000	\$ 58,000
Admin Assistant II	3	\$ 38,000	\$ 48,000	\$ 58,000
Building Technician I	3	\$ 38,000	\$ 48,000	\$ 58,000
Code Enforcement Officer I	3	\$ 38,000	\$ 48,000	\$ 58,000
Court Clerk, Senior	3	\$ 38,000	\$ 48,000	\$ 58,000
Food and Beverage Coordinator	3	\$ 38,000	\$ 48,000	\$ 58,000
GIS Technician	3	\$ 38,000	\$ 48,000	\$ 58,000
Planning Technician	3	\$ 38,000	\$ 48,000	\$ 58,000
Utility Worker II	3	\$ 38,000	\$ 48,000	\$ 58,000
W/WW Treatment Plant Operator II	3	\$ 38,000	\$ 48,000	\$ 58,000
Accounting Clerk II	2	\$ 36,000	\$ 46,000	\$ 56,000
Admin Assistant I	2	\$ 36,000	\$ 46,000	\$ 56,000
Court Clerk	2	\$ 36,000	\$ 46,000	\$ 56,000
Facilities Worker II	2	\$ 36,000	\$ 46,000	\$ 56,000
FEC AV and Maintenance Technician	2	\$ 36,000	\$ 46,000	\$ 56,000
IT Support Technician I	2	\$ 36,000	\$ 46,000	\$ 56,000
Utility Worker I	2	\$ 36,000	\$ 46,000	\$ 56,000
W/WW Treatment Plant Operator I	2	\$ 36,000	\$ 46,000	\$ 56,000
Accounting Clerk I	1	\$ 34,000	\$ 43,000	\$ 52,000
Facilities Worker I	1	\$ 34,000	\$ 43,000	\$ 52,000
Facilities Worker I	1	\$ 34,000	\$ 43,000	\$ 52,000
FEC Event Host	1	\$ 34,000	\$ 43,000	\$ 52,000
Food and Beverage Server	1	\$ 34,000	\$ 43,000	\$ 52,000
Food and Beverage Worker	1	\$ 34,000	\$ 43,000	\$ 52,000
Office Assistant	1	\$ 34,000	\$ 43,000	\$ 52,000