

RESOLUTION 03-034
(Revised)

A RESOLUTION OF THE CITY OF KETCHUM CITY COUNCIL ADOPTING A NEW
POSITION CLASSIFICATION CHART AND PAY PLAN FOR CITY EMPLOYEES

WHEREAS, the City of Ketchum has operated under compensation policies authorized by the City Council in Resolution 783, A RESOLUTION OF THE CITY OF KETCHUM, IDAHO, ADOPTING COMPENSATION POLICIES AND PROCEDURES FOR THE CITY OF KETCHUM, and

WHEREAS, the City of Ketchum retained the Local Government Institute (LGI) to review the compensation system of the City and make recommendations to update the City's pay plan, and

WHEREAS, LGI has completed its study and recommended that the City adopt a new compensation system for City employees, and

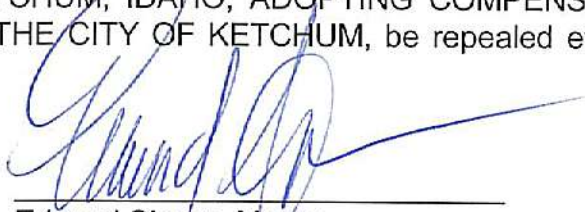
WHEREAS, LGI found a number of obsolete or discriminatory City job titles and has recommended that a number of City job titles be changed, consolidated or abolished, and

WHEREAS, the City Council is desirous of implementing a new position classification and compensation system for the City,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KETCHUM THAT:

1. Classification Plan. The *City of Ketchum FY 2003-2004 Salary Grade by Position* chart, attached hereto as Exhibit "A", is hereby adopted as the official employee position classification plan for the City of Ketchum.
2. Pay Plan. The *City of Ketchum FY 2003-2004 Pay Plan*, attached hereto as Exhibit "B", is hereby adopted as the official employee pay plan of the City of Ketchum for Fiscal Year 2003-2004.
3. Cost of Living. Employees shall receive 1.5% cost of living increase increase (COLA) effective April 1, 2004.
4. Implementation. Employees shall enter their designated pay grades and steps as shown on the *9 Step Pay Plan Implementation Guide*, attached hereto as Exhibit "C", effective November 1, 2003.
5. Job Titles. The Mayor and City Administrator are hereby authorized to change, consolidate or abolish those job titles as they deem appropriate, including but not necessarily limited to, those job title change recommendations listed on the *City of Ketchum Recommended Job Titles*, attached hereto as Exhibit "D".

This Resolution will be in full force and effect October 1, 2003 and Resolution 783, A RESOLUTION OF THE CITY OF KETCHUM, IDAHO, ADOPTING COMPENSATION POLICIES AND PROCEDURES FOR THE CITY OF KETCHUM, be repealed effective the same date.



Edward Simon, Mayor

Attest:



Sandra Cady, City Clerk/Treasurer

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**City of Ketchum
FY 2003-2004 Salary Grade by Position**

GRADE	ADMINISTRATIVE OFFICES	PUBLIC WORKS	PUBLIC SAFETY
1			
2			
3	Office Assistant I (Receptionist/Clerk)		Code Enforcement Officer I
4	Office Assistant II (Admin. Clerk)	Office Assistant II (WWWW Admin. Clerk) Maint. Worker/Rec. Asst. (Rec Maint/Asst I, II) WW Collection System Operator (WW I, II) WW Treatment Plant Operator (WW TPO I, II) Water System Operator (WO I, II) Equipment Operator (EO I, II)	Code Enforcement Officer II Dispatcher (I, II)
5			Code Enforcement Officer III Senior Dispatcher (II)
6	Administrative Assistant (Planning/Zoning/Bldg Office Admin.)	Senior Equipment Operator (EO II) Senior Water Operator (WO II) Senior WW Treatment Operator (WW III)	Administrative Assistant (Office Mgr) Police Officer (Patrol I, II) Eng/Firefighter AEMT-Paramedic
7	Paralegal/Office Administrator Assistant Planner (CP I)	Recreation Supervisor Crew Leader WW Treatment Plant Lab Technician Mechanic/Heavy Equipment Operator	Communications Supervisor Investigator Master Police Officer (PO III) Fire Lieutenant
8	Associate Planner (CP II) Deputy Treasurer/Clerk	Maintenance Shop Supervisor (St. Shop Foreman) Street Supervisor (Foreman) Water Utility Supervisor WW Collection Systems Supervisor (Foreman)	Senior Fire Lieutenant
9	Senior Planner	Utilities Field Supervisor Wastewater Treatment Plant Supervisor	Police Sergeant
10	Building Official	Parks and Recreation Director	Police Captain Fire Captain
11			Assistant Fire Chief/Paramedic Assistant Police Chief
12	City Treasurer/Clerk	Street Superintendent	
13	Planning Director	Utilities Manager	
14			
15			Fire Chief Police Chief
16	City Attorney		
17	City Administrator		

Current (old) job titles in parentheses for clarification where needed

Exhibit "B"

**City of Ketchum
FY 2003-2004 Pay Plan
(Includes 1.5% FY 03-04 COLA)**

Grade	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Grade
1	Monthly	1,687	1,747	1,806	1,866	1,925	1,985	2,044	2,103	2,163	1
2	Monthly	1,874	1,940	2,006	2,073	2,139	2,205	2,271	2,337	2,404	2
3	Monthly	2,083	2,156	2,230	2,303	2,377	2,450	2,524	2,597	2,670	3
4	Monthly	2,314	2,396	2,477	2,559	2,641	2,722	2,804	2,885	2,967	4
5	Monthly	2,571	2,662	2,753	2,843	2,934	3,025	3,115	3,206	3,297	5
6	Monthly	2,857	2,958	3,059	3,159	3,260	3,361	3,462	3,562	3,663	6
7	Monthly	3,175	3,287	3,399	3,510	3,622	3,734	3,846	3,958	4,070	7
8	Monthly	3,527	3,651	3,776	3,900	4,024	4,149	4,273	4,397	4,522	8
9	Monthly	3,919	4,057	4,195	4,333	4,472	4,610	4,748	4,886	5,024	9
10	Monthly	4,354	4,508	4,661	4,815	4,968	5,122	5,275	5,429	5,583	10
11	Monthly	4,839	5,009	5,180	5,351	5,521	5,692	5,862	6,033	6,204	11
12	Monthly	5,376	5,566	5,756	5,945	6,135	6,324	6,514	6,703	6,893	12
13	Monthly	5,974	6,184	6,395	6,605	6,816	7,027	7,237	7,448	7,658	13
14	Monthly	6,637	6,871	7,106	7,340	7,574	7,808	8,042	8,276	8,510	14
15	Monthly	7,375	7,635	7,895	8,155	8,415	8,675	8,935	9,195	9,455	15
16	Monthly	8,194	8,483	8,771	9,060	9,349	9,638	9,927	10,216	10,505	16
17	Monthly	9,105	9,426	9,747	10,068	10,389	10,710	11,031	11,352	11,673	17

City of Ketchum
Compensation Study

Est. Implementation Cost
9 Step Pay Plan

Exhibit "C"

Does not include 2003-04 COLA

First Name	Last Name	Current Job Title	Current Grade/Step	Current Rate	Proposed Grade/Step	New Rate	Cost % Increase	8 % Limit	Savings	
T	Ancona	Fire Captain	PS6-1	3,777	10-1	4,290	513	13.58%	4,079	211
D	Avelar	Patrol Officer III	PS6-8	3,258	7-3	3,348	90	2.76%		
L	Babalis	Eng./Firefighter AEMT-Paramd	PS5-2	2,577	6-1	2,815	238	9.24%	2,783	32
D	Bell	Fire Lieutenant AEMT	PS6-15	3,756	7-7	3,789	33	0.88%		
P	Bennett	Deputy Treasurer/Cik	AO7-4	3,496	8-2	3,587	101	2.89%		
S	Billie	Com. Supervisor	PS6-7	3,189	7-2	3,238	49	1.54%		
M	Blinnie	Dispatcher I	PS2-8	2,432	4-3	2,441	9	0.37%		
S	Cady	City Treasurer / Clerk	DH4-7	5,327	12-2	5,484	157	2.95%		
T	Canfield	Fire Lieutenant AEMT/Paramd	PS6-5	3,047	7-1	3,128	81	2.66%		
M	Canfield	Fire Captain/Paramedic	PS8-1	3,777	10-1	4,290	513	13.58%	4,079	211
K	Camduff	Admin. Clerk	AO4-2	2,373	4-3	2,441	68	2.87%		
B	Carpita	Dispatcher III	PS5-7	2,898	5-6	2,980	82	2.83%		
B	Christiansen	Street Superintendent	DH4-9	5,551	12-3	5,671	120	2.16%		
P	Cooley	Water Utility Foreman	PW6-7	3,611	8-3	3,720	109	3.02%		
C	Crane	Rec. Maint./Asst. II	PW4-12	2,706	4-7	2,762	56	2.07%		
F	Crosler	Police Off. Manager	AO5-10	3,161	6-5	3,212	51	1.61%		
D	Cunningham	Code Enf. Officer I	PS1-6	2,083	3-2	2,125	42	2.02%		
F	Danielson	Sergeant	PS7-9	3,985	9-2	3,987	2	0.05%		
L	Edgerton	Investigator	PS7-10	4,079	8-6	4,087	8	0.20%		
M	Ellis	Asst. Fire Chief / Paramedic	PS9-6	4,938	11-3	5,104	166	3.36%		
R	Englehart	Fire Captain	PS8-8	4,691	10-4	4,744	53	1.13%		
F	Glahn	Water Operator III	PW6-15	3,455	6-8	3,510	55	1.59%		
M	Gonzalez	Animal Control/Code Off. III	PS4-5	2,517	5-1	2,593	16	0.64%		
E	Gonzalez	Patrol Officer III	PS6-8	3,258	7-3	3,348	90	2.76%		
J	Gorges	Patrol Officer I	PS4-5	2,576	6-1	2,815	239	9.28%	2,782	33
M	Graff	Dispatcher I	PS2-10	2,524	4-5	2,601	77	3.05%		
D	Hall-Stern	City Planner II/ Code Enforce.	AO7-1	3,231	8-1	3,475	244	7.55%		
S	Hansen	Utilities Manager	DH4-11	5,776	13-1	5,885	109	1.89%		
M	Herrera	WW Treatment Plant Supervisor	PW8-9	4,049	9-3	4,133	84	2.07%		
J	Hjort	Recreation Supervisor	PW6-6	2,927	7-1	3,128	201	6.87%		
L	Houck	Paralegal/Off. Admin.	AO6-3	3,045	7-1	3,128	83	2.73%		
J	Jacobus	P&Z/Blg. Off. Admin.	AO5-9	3,098	6-4	3,113	15	0.48%		
A	Johnson	Patrol Officer III	PS6-9	3,258	7-3	3,348	90	2.76%		
D	Kassner	Sergeant	PS7-12	4,250	8-4	4,289	19	0.45%		
D	Key	Rec. Maint./Asst. II	PW4-10	2,610	4-6	2,682	72	2.76%		
R	LeBlanc	City Administrator	DH11-1	10,000	17-5	10,235	235	2.35%		
S	Leif	City Planner II	AO7-1	3,053	8-1	3,475	422	13.82%	3,297	178
B	Lidstrom	Dispatcher III	PS6-10	3,117	5-8	3,159	42	1.35%		
C	Lyman	Police Chief	DH7-5	7,169	15-1	7,266	97	1.35%		
K	Mason	Recreation Supervisor	PW6-11	3,217	7-2	3,238	21	0.65%		
T	McLean	Sr. Fire Lieut. AEMT/Paramd	PS7-9	3,909	8-5	3,985	56	1.43%		
M	McNeil	Asst. Police Chief	PS8-6	4,938	11-3	5,104	166	3.36%		

Employee would enter pay plan at step (increase) closest to current rate.

**City of Ketchum
Compensation Study**

**Est. Implementation Cost
9 Step Pay Plan**

Exhibit "C"

Does not include 2003-04 COLA

First Name	Last Name	Current Job Title	Current Grade/Step	Current Rate	Proposed Grade/Step	New Rate	Cost % Increase	8 % Limit	Savings
H	Moniz	Planning Director	DH5-5	5,715	13-1	5,895	170	2.97%	
M	Murmet	Water Operator II	PW4-7	2,468	4-4	2,521	53	2.15%	
J	Otkson	Dispatcher III	PS5-3	2,640	5-3	2,712	72	2.73%	
J	Parker	WW Treatment Plant Op. II	PW4-6	2,418	4-3	2,441	23	0.95%	
T	Pierce	WW Plant Lab Tech	PW7-11	3,539	7-5	3,559	30	0.85%	
B	Pond	Equipment Op. III	PW6-4	2,810	6-1	2,815	5	0.18%	
M	Pyme	Mechanic/Hy Equip. Op.	PW7-14	3,733	7-5	3,789	56	1.50%	
D	Rambo	Utilities Field Supervisor	PW9-3	3,663	9-1	3,881	198	5.41%	
J	Rathfon	Sr. Fire Lieut. AEMT/Paramd	PS7-3	3,487	8-2	3,597	110	3.15%	
K	Rodgers	Code Enf. Officer II	PS2-4	2,245	4-1	2,280	35	1.56%	
D	Salvala	Dispatcher I	PS2-6	2,339	4-2	2,360	21	0.90%	
A	Sanderson	WAWWW Admin. Clerk	AO4-3	2,429	4-3	2,441	12	0.49%	
G	Schwab	Fire Chief	DH7-4	7,011	15-1	7,266	255	3.64%	
K	Schwarzenberger	Admin. Clerk	AO4-5	2,540	4-5	2,601	81	2.40%	
M	Simms	City Attorney	DH8-2	7,501	16-1	8,072	571	7.61%	
R	Simpson	Dispatcher III	PS5-3	2,640	5-3	2,712	72	2.73%	
J	Smith	Rec. Maint./Asst. II	PW4-5	2,372	4-3	2,441	69	2.91%	
P	Stephenson	Fire Lieutenant AEMT	PS6-15	3,756	7-7	3,789	33	0.88%	
D	Stewart	Patrol Officer II	PS5-5	2,769	6-1	2,815	46	1.66%	
G	Skizinger	Dispatcher III	PS6-13	3,284	5-9	3,284	0	0.00%	
G	Tanner	WW Treatment Plant Op. III	PW6-5	2,869	6-2	2,914	45	1.57%	
D	Taylor	WW Treatment Plant Op. III	PW6-5	2,869	6-2	2,914	45	1.57%	
N	Taylor	Sergeant	PS7-6	3,741	9-1	3,881	120	3.21%	
M	Thompson	Admin. Clerk	AO4-2	2,373	4-3	2,441	68	2.87%	
H	Topolski	Admin. Clerk	AO4-2	2,373	4-3	2,441	68	2.87%	
T	Tracy	Parks & Rec. Director	DH2-14	4,878	10-5	4,985	107	2.19%	
J	Vert	WW Coll. Sys. Op. II	PW4-7	2,468	4-4	2,521	53	2.15%	
D	Wheeler	Building Official	DH2-14	4,878	10-5	4,985	17	0.35%	
BJ	Whiteell	Crew Leader (Promoted EO II)	PW6-1	2,636	7-1	3,128	482	18.66%	281
W	Whiteell	Street Foreman	PW6-6	3,540	8-2	3,587	57	1.61%	
M	Wilcox	WW Coll. Sys. Foreman	PW8-10	3,822	8-4	3,842	20	0.52%	
B	Wollenbarger	Street Shop Foreman	PW8-4	3,400	8-1	3,475	75	2.21%	2,847
Monthly Implementation Cost							273,936	8,033	945
Annual Implementation Cost							\$96,396	\$11,344	

Employee would enter pay plan at step (increase) closest to current rate.

**City of Ketchum
Recommended Job Titles**

Current Title	Recommended Title	Department
Administrative Clerk	Office Assistant II	Administration
City Attorney	Same	Administration
City Treasurer / Clerk	Same	Administration
Deputy Treasurer / Clerk	Same	Administration
Paralegal / Office Admin.	Same	Administration
Receptionist / Office Clerk	Office Assistant I	Administration
Dispatcher I, II	Dispatcher	Communications
Communications Supervisor	Same	Communications
Dispatcher III	Senior Dispatcher	Communications
Asst. Fire Chief / Paramedic	Same	Fire
Eng./Firefighter AEMT-Paramedic	Same	Fire
Fire Captain	Same	Fire
Fire Chief	Same	Fire
Fire Lieutenant AEMT	Same	Fire
Sr. Fire Lieut. AEMT-Paramedic	Same	Fire
Parks & Rec. Director	Same	Parks and Recreation
Parks Maint./Rec. Asst. I, II	Maintenance Worker/Recreation Assistant	Parks and Recreation
Recreation Supervisor	Same	Parks and Recreation
Building Official	Same	Planning, Zoning, Bldg.
City Planner I	Assistant Planner	Planning, Zoning, Bldg.
City Planner II	Associate Planner	Planning, Zoning, Bldg.
P & Z / Bldg. Office Admin.	Administrative Assistant	Planning, Zoning, Bldg.
Planning Director	Same	Planning, Zoning, Bldg.
Senior Planner	Same	Planning, Zoning, Bldg.
Asst. Police Chief	Same	Police
Code Enforce. Officer I, II, III	Community Service Officer I,II,III	Police
Patrolman I, II	Police Officer	Police
Investigator	Same	Police
Patrol Officer III	Master Police Officer	Police
Police Captain	Same	Police
Police Chief	Same	Police
Police Office Manager	Administrative Assistant	Police
Sergeant	Same	Police
Equipment Operator I, II	Equipment Operator	Public Works
Equipment Operatr III	Senior Equipment Operator	Public Works
Mechanic / Hvy. Equip. Op.	Same	Public Works
Street Foreman	Street Supervisor	Public Works
Street Shop Foreman	Maintenance Shop Supervisor	Public Works
Street Superintendent	Same	Public Works
Utilities Manager	Same	Public Works
Water Operator I, II	Water Operator	Pulic Works
Water Op. III	Senior Water Operator	Public Works
Utilities Field Supervisor	Utilities Field Supervisor	Public Works
WW Coll. Sys. Foreman	WW Collection System Supervisor	Public Works
WW Collection System Op. I, II	WW Collection System Operator	Public Works
WW Collection System Op. III	Sr. WW Collection System Operator	Public Works
WW Treatment Plant Supervisor	WW Treatment Plant Supervisor	Public Works
WW Plant Lab Tech.	Same	Public Works
Utilities Manager	Utilities Manager	Public Works
WW Treatment Plant Op. I	WW Treatment Plant Operator	Public Works

**City of Ketchum
Recommended Job Titles**

WW Treatment Plant Op. II, III Senior WW Treatment Plant Operator Public Works

Vacant Positions/Job Titles Recommended for Deletion

Maint. Shop Supervisor	Delete Title	Parks and Recreation
Records Clerk/Dispatcher	Delete Title	
Housing Administrator	Delete Title	
Mechanic/Water Operator	Delete Title	

Although we did not include it in the recommended changes to job titles and accompanying spreadsheets, we find that there is an unnecessary multiplicity of job titles that relate to various public works maintenance positions and essentially are at the same pay grade. Before hiring additional staff into any of these positions, the City should also consider consolidating the following classifications into a single entry level Maintenance Worker position (proposed at new grade 4), and developing a broad based job description that provides for potentially assigned duties and responsibilities for maintenance and operations of the full range of parks and public works functions, such as parks maintenance, recreation assistance, water system O & M, sewer collection system O & M, and basic equipment operation. When the person reaches the senior level, he or she could be assigned a senior specialty position (e.g. Senior Water Operator).

Current Title	Recommended Classification
Parks Maintenance/Recreation Assistant	Maintenance Worker
Wastewater Collection System Operator I, II	Maintenance Worker
Wastewater Treatment Plant Operator I, II	Maintenance Worker
Water System Operator I, II	Maintenance Worker
Equipment Operator I, II	Maintenance Worker

Revised 8/27/03