

**Subject: Wage Scale Amendment**

<b>Meeting Date:</b> May 9, 2022	
<b>Submitted/Presented by/Department:</b> Nate Burkett, City Manager	
<b>Action Type</b>	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
<b>Action</b>	
<p>Approve a wage scale amendment to the general services pay plan to include the position Building Maintenance Technician at a pay range of \$24.90 - 31.13 and to authorize the City Manager to promote the incumbent in accordance with WSP personnel policy as a new hire and authorize a budget amendment to the appropriate line items in the amount of \$8,000.</p>	
<b>Background</b>	
<p>In 2020, the city had a vacant position titled "Building Maintenance Technician" which included in the job description (and commensurate pay range), duties such as inspection and maintenance of building systems such as HVAC, sprinkler systems, sanitation systems, emergency generators and the like.</p> <p>When the position was re-filled the job description was retitled "Preventative Maintenance/Custodian" and was modified to include only the lowest level custodial and maintenance tasks. However the city has and does have a need for a skilled person to perform the higher level tasks included in the previous job description. Since the hire of this replacement position, the incumbent has in fact been working and performing the higher level tasks that were removed from the job description at that time.</p> <p>The city is currently in the process of a classification and compensation study, but the City Manager views the change that was made as incorrect and is therefore requesting that the City Council amend the pay scale to place the position closer to the market, and closer to an equitable pay range. The City Manager is requesting that the pay scale be set at the 2020 range for the position now, instead of waiting until the study is complete. The position will be reverted back to the original job description from 2020, and graded through the compensation and classification study appropriately going forward.</p>	
<b>Attachments</b>	
<b>Previous Relevant Actions</b>	
<p><a href="#">Approval of the 2022 General Services Pay Plan</a></p>	
<b>Alternatives</b>	

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<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: General	Anticipated savings due to energy efficiency, lower contracted costs will cover the financial impact of this change.
Department: 41940	
Account: 40101	
Amount: \$8,000	