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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Cc: Nancy Lueck, Finance Director
Date: April 16, 2012
Re: Resolution for Non-Union Pay Plan

Included with this memo is a resolution to adopt changes to the non-union pay plan for the 2012/2013 fiscal year.

This pay plan includes a request for the addition of two positions. These positions are not a request for increased personnel, rather a reclassification of existing personnel. First is a request for the addition of an Accounting Supervisor classification to be effective April 23, 2012. The request to reclassify the current Accountant to Accounting Supervisor was made by the Finance Director. The Accountant currently assigns some work and reviews the work of others in the Finance department but she is not in an official supervisory position. With this proposed position change, she can do a closer review of the job performance and ongoing work of the other Finance staff members. The additional cost for this reclassification will be funded from savings from the current vacancy in the Finance department.

In addition, the Library is requesting an Assistant Library Director position. Similar to the situation in Finance, one of the librarians is currently providing guidance and oversight to several library employees and providing administrative support for the Director. He is also responsible for oversight of the library's various technology initiatives.

Both of these positions are proposed to be placed in Pay Grade 7 and will be paid from existing budgeted funds.

The pay plan has been adjusted to reflect the 2.5% increase budgeted by the City Council.

At this time, I am requesting City Council adopt the resolution amending the pay plan. Please let me know if there are any questions or if additional information is needed.

RESOLUTION NO._____

**A RESOLUTION APPROVING THE OFFICIAL PAY PLAN FOR NON-UNION EMPLOYEES OF
THE CITY OF MUSCATINE, IOWA EFFECTIVE
July 1, 2012.**

WHEREAS, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plan for non-union employees of the City, and;

WHEREAS, all revisions made to such plans must receive approval of the City Council;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA, that the following revisions be approved and implemented as follows:

The non-union pay plan shall be revised to create the classification of Accounting Supervisor effective April 23, 2012. This position will be placed in pay grade 7.

The non-union pay plan shall be revised to create the classification of Assistant Library Director effective July 1, 2012. This position will be placed in pay grade 7.

The non-union pay plan shall be amended to reflect a 2.5% salary increase to existing ranges and steps.

PASSED, APPROVED, AND ADOPTED this 19th day of April, 2012.

Mayor DeWayne Hopkins

ATTEST:

Gregg Mandsager, City Clerk