



Civil Service Commission Meeting

Wednesday, June 18, 2025, at 10:00 AM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the
City Clerk's office at 857-4752.

1. CALL TO ORDER
2. NEW BUSINESS
 - 2.1. PUBLIC COMMENT ON THE PROPOSED 2026 ANNUAL PAY PLAN AND
CLASSIFICATION PLAN FOR THE CITY OF MINOT
3. ADJOURNMENT



PROPOSED

2026 ANNUAL PAY PLAN



PROFESSIONALISM

Performing your job with skill and expertise, while communicating with empathy, facts, and kindness.

RESPONSIBILITY

Being dependable and accountable for our actions.
Keeping our word and honoring our commitments.

INTEGRITY

Doing the right thing even if no one is watching.

DEDICATION

The desire to make your community a better place
by going above and beyond your job description.

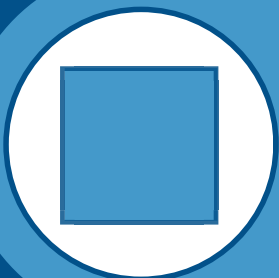
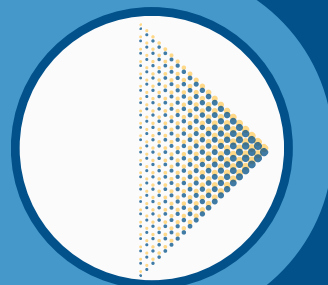
EXCELLENCE

The habit of always striving to do better.

Aspirations

DYNAMIC & FLOURISHING

Minot is a thriving and vibrant community ready to collaborate and adapt to achieve strategic growth.

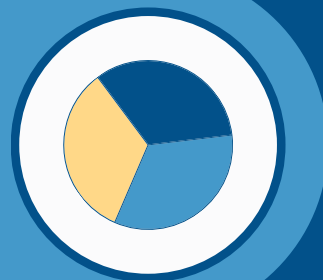


PREPARED & RESILIENT

Minot is prepared to take effective action when faced with challenges and works with the community's resilient nature to persevere.

SAFE & WELCOMING

Minot is a welcoming community where people feel safe and engaged, with the freedom to celebrate their rich, diverse histories and identities.



EXCELLENT & CONNECTED

Minot is fiscally responsible, provides quality services, and engages with community members and strategic partners who address broader needs.



Clerk of Commission Letter – 2026 Pay and Classification Plan

Date: June 12th, 2025

The 2026 proposed Annual Pay and Classification Plan is hereby submitted in accordance with Section 24-36(a), Article IV (The Civil Service), Division 2 (The Annual Plan) of the Minot Code of Ordinances. This plan, as recommended by the Human Resources Department and approved by the Minot Civil Service Commission on June 11, 2025, reflects the City's ongoing commitment to transparent, sustainable compensation practices and workforce development.

In lieu of conducting an annual external market survey for 2026, the Civil Service Commission directed staff in June 2024 to initiate a comprehensive project on compensation structure. This initiative, facilitated by Herron Palmer, yielded a multi-layered review of the City's organizational design, grade structure, internal equity, and career architecture. The results of this study now serve as the foundation of our current and future pay planning efforts.

The enclosed 2026 pay plan proposal includes step-based progression only. No market adjustments, career ladder movements, or promotional increases are included in the base cost projections. These baseline figures are intended to establish a predictable and conservative salary plan for the upcoming fiscal year, while enabling additional flexibility during the 2026 budget process for further compensation modeling.

Sincerely,

Kelly Beck, SPHR

Human Resources Director and Clerk of Commission



Clerk of Commission Report – 2026 Pay and Classification Plan

Introduction

In compliance with Section 24-36(a), Article IV (The Civil Service), Division 2 (The Annual Plan) of the Minot Code of Ordinances, the 2026 Pay and Classification Plan is respectfully submitted for your review and consideration. This plan, recommended by the Human Resources Department, has been thoroughly reviewed and approved by the Minot Civil Service Commission as of June 11, 2025.

Project Overview and Methodology

In June 2024, under the guidance of the Civil Service Commission and in alignment with City Council directives, the City of Minot undertook a significant organizational and compensation structure analysis facilitated by Herron Palmer Consulting. This comprehensive review was conducted in place of the traditional annual external market survey, aiming to establish a modernized and sustainable compensation framework.

Herron Palmer Project Outcomes

The Herron Palmer study delivered several critical enhancements to the City's compensation and organizational structures, notably:

- A streamlined grade structure consolidating the previous 62 pay grades into a simplified 27-grade structure with clearly defined minimum, midpoint, and maximum salary ranges.
- Implementation of comprehensive compression analyses and established compa-ratio guidelines to enhance internal equity.
- Development of a detailed Job Architecture framework, creating clear career progression pathways to support employee development, internal mobility, and succession planning.
- Provision of extensive communication tools, including Employee FAQs, Manager Talking Points, and Leadership Briefings, to ensure effective roll-out and organizational clarity.

Recommended 2026 Pay Structure

The proposed pay plan for January 1, 2026, adheres strictly to step-based progressions without additional market adjustments. Key elements include:

- Employees below midpoint (steps 1-8): Two-step progression (~5%)
- Employees at or above midpoint (steps 9-16): One-step progression (~2.5%)
- Employees at step 17 (maximum step): Flat 2% increase

The incremental payroll cost for implementing these step adjustments is estimated at \$844,300, representing approximately a 3.2% increase over the current base payroll. This conservative and fiscally responsible approach supports both employee retention and organizational stability.



Clerk of Commission Report – 2026 Pay and Classification Plan

Position and Structural Updates

The 2026 plan also includes specific updates reflecting evolving operational needs:

- Addition of strategically necessary positions, including Mobility Manager, Public Safety Analyst, Lead Equipment Operator, and Contract Compliance Coordinator.
- Restructuring of the PSAP management positions into distinct roles: Telecommunications Systems and Data Coordinator, and Public Safety Telecommunications Personnel Manager.
- Pay grade adjustment for the Digital Forensic Analyst position, reflective of heightened responsibilities, market competitiveness, and significant internal investments exceeding \$20,000 in specialized training costs.

Future Directions: Total Compensation Philosophy

Moving forward, the City of Minot intends to transition toward a comprehensive total compensation model, integrating salary, benefits, and performance incentives into a holistic compensation strategy. This approach will be further explored in future budget discussions, with active involvement and valuable input requested from the Civil Service Commission and City Council.

Conclusion

The recommended 2026 Pay and Classification Plan represents a strategic, equitable, and financially prudent approach to employee compensation. It underscores the City of Minot's commitment to retaining and developing a talented workforce prepared to meet current and future community needs.

Respectfully submitted,

Kelly Beck, SPHR

Human Resources Director and Clerk of Commission

ADMINISTRATION OF THE PLAN

Anniversary Dates

All City of Minot civil service employees' anniversary dates officially become January 1st once they have completed their probationary period and one year of service.

Pay Plan Implementation and Progression

The 2026 Annual Pay Plan for the City of Minot will be implemented, within budget allowances, utilizing the adopted Permanent Salary Competitiveness Policy, which reclassifies current positions to within 100%-105 % of prevailing rates, while allowing employees to maintain "step rights" if job grade is reclassified.

All adopted annual pay changes will occur on January 1, 2026

Position (Step) Progression

The plan step progression for all employees will return to the original progression adopted as of January 1, 2001. Progression through the steps of the plan will be as follows:

If an employee's step within the range is under the midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2026 until the employee reaches the midpoint of the range (step 9). Once an employee reaches midpoint and above (Steps 9 through 16), the employee will progress one step (2.5%) on January 1, 2026 until the employee reaches step 17.

In the 2018 pay plan, a provision was approved to allow employees who are already in the maximum step for their grade to be given a cost-of-living increase equal to 2% until their respective position experiences future grade reclassification. These pay changes will occur on January 1, 2026.

Probationary Step Increase

All new hires to entrance level positions, while on probation will not be eligible for the annual step increase on January 1st until they have completed their probationary period which may consist of six months or one year, depending upon the position (probationary periods may be extended by the department head up to eighteen months). The new hire will receive a 5% (2 steps) increase upon satisfactory completion of the probationary period and completion of one year of service in the position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by the City Council during budget review. In the event an employee, while on probation, is appointed to a different entry-level position, while on probation for the new position, they will not be eligible for the annual step increase on January 1st until satisfactory completion of the probationary period and completion of one year of service in the new position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by the City Council during budget review.

In the event an employee, while on probation, is appointed to an entry-level position of a higher grade, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

In the event that an employee, while on probation, is appointed to a non-entry-level position, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

Filling Vacancies

The Personnel Code gives present employees a "qualified" preference to fill a vacancy before the vacancy is filled through the re-hiring of a former employee or the hiring of a new employee. In general terms, most vacancies will be advertised internally, and competitive examinations will be given to qualified applicants. However, there are some exceptions to this general statement and some methods by which an employee can receive additional compensation without opening the job to competition. The following is an effort to clarify how the plan will be administered in this regard.

Entrance Level Positions

The Code provides that the Commission can identify certain entrance-level positions for which employees of the city and non-employees can make applications alike on an equal basis. Under this plan, the following are designated as entrance-level positions:

- Administrative Clerk
- Administrative Clerk/Bus Driver
- Airport Facility Technician I
- Airport Operations and Maintenance Technician, I
- Building Permit Technician
- Buildings and Grounds Worker
- Bus-Driver
- CAD Technician I
- Communication Specialist
- Community Service Officer
- Digital Forensic Analyst
- Public Safety Telecommunicator (Dispatch)
- Engineering Technician I
- Evidence and Property Technician
- Financial Clerk
- Firefighter
- GIS Coordinator
- GIS Technician I
- Human Resource Specialist
- Information Technology Technician I
- Information Technology Specialist
- Intelligence Analyst
- Landfill Attendant
- Landfill Attendant/LEO
- Light Equipment Operator
- Light Mechanic
- Mechanic
- Mobility Manager
- Parking Enforcement Officer
- Parts Specialist
- Parts Specialist/Bus Driver
- Planning and Code Enforcement Assistant
- Police Officer
- Property Appraiser
- Public Safety Answering Point Manager
- Traffic Maintenance Worker
- Utility Operator I
- Water Plant Operator I

Zoning Code Enforcement Officer

Whenever practical and feasible, all other vacancies shall be filled by competitive examinations of eligible applicants in the city's classified service.

Promotional Ladders

In accordance with Section 24-53 of the Code, the Commission can approve the interconnection of related job descriptions into a 'promotional ladder' whereby an employee in one position in the ladder may progress to a higher position in the ladder without competing against other applicants for that position. The Commission has established rules and regulations to govern the use of promotional ladders which provide that progression is dependent upon satisfactory job performance as determined by the employee's department head (who shall have the sole discretion to make that determination) and which provide that the employee pass certain competency tests prescribed by the Commission. Following are the promotional ladders included in this issue of the Annual Plan:

Administrative Clerk, Senior and Principal
Airport Facility Technician II
Airport Operations and Maintenance Technician II
Building Inspector II and III
CAD Technician II
Engineering Technician II, III and Project Civil Engineer I
Financial Clerk, Senior
Financial Specialist Sr.
Firefighter, Senior
Fire Inspector II, Fire Marshall
GIS Technician II
Human Resource Generalist and Senior
Information Technology Specialist, Senior
Information Technology Technician II
Mechanic, Senior
Mechanical Inspector II and III
Medium Equipment Operator
Office and Administrative Specialist, Senior
Planner II / Associate Planner and Planner III / Senior Planner
Plumbing Inspector II and III
Police Officer, Senior and Master
Project Civil Engineer II
Project Manager Field/Design Senior
Property Appraiser Senior
Senior Accountant
Senior Building Inspector II
Senior Internal Auditor
Senior Public Safety Telecommunicator
Traffic Maintenance Technician, I, II and III
Utility Operator, II and III
Water Plant Operator, II and III

Voluntary Lateral Transfers

Whenever a vacancy exists in a position that is not an entrance level position, the administration will consider requests for a lateral transfer.

However, as a general rule, these positions will be filled by competitive promotional examinations and, the administration may require those requesting a transfer to the position to write the required examination in competition with others in the classified service.

Salary Policy for Promotions, Career Ladders and Reclassifications

If an employee is promoted through competitive examination or career ladder, a minimum 5% (two step) salary adjustment will be made on the effective date of the promotion. In the event that the employee is at the top step of the former position and the first step of the new position is at a higher level, the employee will be placed in the first step of the new position or a minimum of 5%. If an employee accepts a position in another department that results in a new occupational career for the employee, the employee may not receive a 5% adjustment in salary. The actual step the employee will be placed into will be determined by the Human Resource Director in consultation with the Department Head involved. Information that will be considered by the Human Resource Director in determining placement into the grade includes step placement of current employees within the department, required certifications of the position and eligibility for future career ladder promotion.

In the event of promotion of a non-exempt employee to an exempt position, the employee will receive a salary increase of not less than 10% or will be adjusted to the minimum salary level of the new position's salary grade, whichever is greater. The actual step the employee will be placed in will be determined by the Human Resource Director in consultation with the Department Head involved.

If an employee's position is reclassified to a higher range of pay or is recommended to a higher range of pay as a result of a prevailing rate adjustment as part of the Annual Plan, the employee will be placed into the new range at the same rate of pay and then progress through the pay ranges as so designated under pay plan progression. If the first step in the reclassified service position is higher than the employee's current rate of pay, the employee shall be placed in the first step of the reclassified position, on January 1st, or as approved by City Council during budget review, and then progress through the pay plan ranges as so designated under pay plan progression.

If an employee's position is reclassified to a lower range of pay and the highest step in the reclassified position is lower than the employee's current rate of pay, the employee's salary shall be frozen at their current rate of pay until such time that that position range is adjusted.

Notwithstanding anything to the contrary above, the appointing authority has the authority to place an employee in a step or a temporary appointment, that results in more than a 10% increase in the best interest of the City.

FLSA Application to Fire Department

The City of Minot governing body and the City of Minot Firefighters have agreed that the firefighters working schedule is based on a 14-day period. The FLSA states that during a 14-day period, firefighters may be required to work 106 hours without paying overtime. All hours worked more than 106 in a 14-day period, calculated as 106 hours every two-weeks, will be treated as overtime hours subject to pay at time and one half per hour. The City also agrees Firefighters will receive overtime pay when they are called back for a major fire incident regardless of whether they have taken leave time within that work period. Major fire call-back hours will be paid at a factor of 2.1 of the 2912 rate rather than the normal 1.5 overtime rate.

Pay Differential Policy

In order to provide for the proper and efficient administration of the City, the City Administration is authorized to make a maximum 10% temporary adjustment in pay for any full-time permanent City employee temporarily assigned to fill in for a department head or exempt level position expected to be vacated for more than a two (2) week period. Temporary pay will be shown as a separate pay entry for payroll processing efficiency.

In addition, the City Administration is authorized to make a 5% temporary adjustment for any full-time, permanent City employee temporarily assigned to substitute for a full-time, permanent City employee during an extended absence. Temporary pay will be shown as a separate entry for payroll processing efficiency.

All temporary pay adjustments must first be approved by the department head and the City Manager.

Non-Career Employee Policy Eliminated

Due to changes in requirements for the City to provide health insurance to qualified non-career employees under the Patient Protection and Affordable Care Act (PPACA), and the closing of the former City-administered Pension Plan, the designation of the non-career position has become obsolete. Non-career employees are essentially full-time employees compensated at the same level as Civil Service employees and should be afforded the same benefits, albeit limited additional benefits, as regular Civil Service employees. As such, the designation of non-career will be eliminated from Section 24-46(c) of the Minot Code of Ordinances, and eligible employees in this designation will be converted to permanent Civil Service employees effective January 1, 2022, without need to reapply and/or test for the position. Conversion of these positions does not allow for past service to be credited as a period of City employment to establish any right or benefit which is dependent in whole or in part upon length of service. Converted non-career employees will not be required to fulfill a probationary period and will be eligible for the normal anniversary date increase.

Health Insurance Formula

Starting in January of 2023, the City of Minot policy on health insurance changed to pay 82% of a family policy, 92% of a single+dependent policy, and 100% of a single policy, based upon the Blue Cross/Blue Shield SelectChoice health insurance plan.

Travel Expense Policy

The City has in place a "Resolution Relating to Travel Expense and Providing for Review of Said Resolution on an Annual Basis at Budget Time".

Establishment of Annual Leave Policy for Mid-Career Professionals

As part of the 2007 Annual Plan the following recommendations are made: The Annual Leave policy was amended to include an exception to the accrual rate for City department head and mid-career professionals joining the City. This will allow the appointing authority to negotiate that accrual rate. The policy will be retroactive to all of 2006.

This policy will still be in effect as the City moves to a PTO Accrual structure as of December 31, 2023.

Maximum “Vacation-Out” Usage for Retirees

The City of Minot has in past years, allowed retirement eligible employees to use vacation at the end of their employment and prior to receiving retirement income, without setting a “vacation-out” limit on the number of hours able to be used. This often places hardship on departments which must wait to hire a replacement employee due to the ongoing budget expense for vacation usage by the vacating employee. This practice also requires the City to continue paying employment benefits throughout the vacation-out period.

Starting January 2023, a maximum of 160 hours may be used by **retirement eligible employees**, who are leaving employment, for “vacation-out” purposes. This allows for a more expedited replacement of the employee, and limited financial expenditure to department budgets.

Exempt and Non-Exempt Status

As part of the 2001 Annual Plan, the City of Minot requested that the Pay and Classification consultant review each position in the City of Minot’s classified service and designate it as exempt or non-exempt under the criteria established by the Fair Labor Standards Act. This procedure was completed by the consultant and sent to the Civil Service Commission for approval. The Civil Service Commission reviewed the list as presented by the consultant, made some modifications and approved the list. This list is currently on file in the Human Resource Office and reviewed annually by the Human Resource Director.

Except for Fire Protection and Law Enforcement employees, if a position is designated as “non-Exempt” the employee holding that classification is entitled to the payment of overtime salary for all hours worked (or compensatory time in lieu of overtime) over 40 hours in a one-week period. For purposes of calculating overtime, the City currently calculates law enforcement employees overtime on the basis of all hours worked over 40 hours in a one week period. Fire Department personnel are covered under a separate section entitled “FLSA Application to Fire Departments”.

If a position is designated as “Exempt” the employee holding that classification is not entitled to payment for overtime worked. The criteria, as established by the Fair Labor Standards Act, were used to determine that this position fell under the administrative, executive or professional exemption. Employees designated as exempt are also not eligible to receive compensatory time or extra pay for working on a holiday.

Monetary compensation is allowed for exempt employees in an emergency situation where the decision to incur extra time, extra duties, and the timing of the work is dictated by the event. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action. Compensated additional work must be approved by the City Manager.

Several positions will now be reclassified as exempt positions for 2024. Those positions and the exemption classification are:

Accountant – Professional Exemption
Business Systems Analyst – Professional Exemption
City Clerk – Administrative Exemption
Clerk of Court – Administrative Exemption
GIS Coordinator – Professional Exemption
Human Resource Generalist-Professional Exemption
Human Resource Generalist Senior – Professional Exemption
Internal Auditor – Professional Exemption
Planner I / Assistant Planner – Professional Exemption

Planner II / Associate Planner – Professional Exemption
 Property Appraiser- Professional Exemption
 Senior Property Appraiser-Professional Exemption
 Senior Accountant - Professional Exemption
 Senior Internal Auditor – Professional Exemption

Paid Time Off (PTO) Effective December 31, 2023

During the 2024 budget process, the Civil Service Commission and City Council approved the transition to Paid Time Off (PTO) to replace the current vacation

For purposes of policy, PTO will be used as “Scheduled PTO” and “Unscheduled PTO”. Scheduled PTO is leave requested and approved in advance. Unscheduled PTO is for unplanned leave used for purposes such as illness, mental health, and bereavement leave. As much notice as possible should be provided by the employee to their supervisor when asking for Unscheduled PTO, and a PTO Request must be submitted through ADP Workforce Manager immediately upon return to work. Employees who have claimed Unscheduled PTO may be required to provide documentation supporting the use.

Medical and dental appointments using PTO will be authorized during work hours, if the employee notifies their supervisor in advance of the appointment within a reasonable amount of time, to ensure there is adequate personnel for work coverage. However, to the extent that is possible, employees are encouraged to set appointments during nonpeak working time for their position.

PTO accrual shall accrue for each full-time employee as follows:

	General 80 Hour Per Pay Period Employees				
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

	Discretionary Pay Combo							
	40 hrs- Monthly Hours	Annual	Per Pay Period	24 hrs- Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

	Non-Administrative Police Employees				
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

	Fire Department 2912 Employees				
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Fire administration staff will accrue PTO in accordance with the **General** Table above. The **Fire** Table reflects a conversion factor of 1.50, which is used to convert the accrual provided to other City employees to the appropriate equivalent for Fire personnel.

The 10 paid holidays observed by the City are also calculated into the accrual rates for the Police and Fire departments as they are regularly scheduled to work on holidays (80 hours for Police and 106 hours for Fire). This provides flexibility for when they choose to use their time off and ensure compensation if they choose not to use the accrued PTO. Holidays for Police and Fire personnel required to work on a holiday will be treated as a regular day worked for purposes of compensation and overtime policies. If City Council approves additional holidays within the year, the appropriate hours will be added to the accruals for applicable Police and Fire staff.

Carryover of PTO from one calendar year to the next will be calculated in accordance with the tables above. The last pay period in December of each year the City will buy back any accrued PTO over the applicable Carryover amount, at full value. For example, a 5-10 year General employee that has an accrued balance of 350 hours of PTO as of the last pay period of December will have 26 hours of PTO paid out and included in their second (2nd) December paycheck (350-324=26hrs).

Annual Mandatory Use outlined in the tables is the amount of PTO required to be used by an employee in a calendar year and is a cumulative minimum for the year. If an employee has not used the mandatory amount by August 31st of a calendar year, and the employee has not had PTO leave approved/scheduled before the end of the same calendar year the Department Head will schedule the remaining Annual Mandatory Use to be taken prior to December 31st of the calendar year. *The City reserves the right, under the recommendation of the City Manager and the Finance Director, to require additional Mandatory use of PTO to address unexpected budget pressures.*

Paid Time Off Accrual Method – PTO will accrue based on number of paid hours in a pay period, in accordance with the applicable years of service level. This will eliminate the inequity that is created when full accrual amounts are given to employees who do not receive full-time pay during a pay period or are on extended unpaid leave. Paid hours will include pay from regular hours, PTO hours, frozen sick leave hours, comp time used, and overtime hours, up to 80 hours for employees working an annual 2080-hour schedule, and 96 hours for firefighters working an annual 2912-hour schedule.

Elimination of Holiday Pay for Employees on Extended Unpaid Leave – Employees on extended unpaid leave will not be eligible for holiday pay. Extended unpaid leave includes approved unpaid personal leave of absence as outlined in the Minot Employee Policy manual, military leave at which time the employee is considered inactive with the City, and FMLA leave that has exceeded the federally protected time period.



Positions by Occupational Class

Occupational Job Families and Job Classes	Assigned Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Executive Group</u>				
City Manager	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	94	\$129,200	\$157,418	\$191,798
Communication and Engagement Manager	73	\$76,924	\$93,724	\$114,194
Disaster Recovery Grant Manager	70	\$71,432	\$87,032	\$106,041
City Clerk	66	\$64,713	\$78,847	\$96,067
Contract Compliance Officer and Coordinator	62	\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	60	\$55,802	\$67,990	\$82,839
Communication Specialist	56	\$50,554	\$61,595	\$75,048
<u>Human Resource Group</u>				
Human Resource Director	79	\$89,208	\$108,692	\$132,430
Human Resource Generalist, Senior	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist	60	\$55,802	\$67,990	\$82,839
Human Resource Specialist	56	\$50,554	\$61,595	\$75,048
<u>Legal Group</u>				
City Attorney	86	\$106,041	\$129,200	\$157,418
Assistant City Attorney	77	\$84,910	\$103,454	\$126,049
Staff Attorney	68	\$67,990	\$82,839	\$100,931
Legal Administrative Assistant	52	\$45,799	\$55,802	\$67,990
<u>Administrative Support Group</u>				
Clerk of Municipal Court	58	\$53,113	\$64,713	\$78,847
Executive Secretary	55	\$49,321	\$60,093	\$73,217
Office and Administrative Specialist, Senior	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist	53	\$46,944	\$57,197	\$69,689
Administrative Clerk, Principal	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Senior	49	\$42,529	\$51,818	\$63,135
Administrative Clerk	46	\$39,493	\$48,118	\$58,627
Mobility Manager	60	\$55,802	\$67,990	\$82,839
<u>Finance and Accounting Group</u>				
Finance Director	90	\$117,049	\$142,613	\$173,760
Comptroller	78	\$87,032	\$106,041	\$129,200
City Treasurer	74	\$78,847	\$96,067	\$117,049
Senior Internal Auditor	68	\$67,990	\$82,839	\$100,931
Accountant, Senior	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	65	\$63,135	\$76,924	\$93,724
Internal Auditor	64	\$61,595	\$75,048	\$91,438
Accountant	62	\$58,627	\$71,432	\$87,032
Contract Compliance Officer and Coordinator	62	\$58,627	\$71,432	\$87,032



Positions by Occupational Class

Financial Specialist Sr	60	\$55,802	\$67,990	\$82,839
Financial Specialist	58	\$53,113	\$64,713	\$78,847
Financial Clerk, Senior	51	\$44,682	\$54,441	\$66,331
Financial Clerk	48	\$41,492	\$50,554	\$61,595
<u>Management Information Systems Group</u>				
Information Technology Manager Networks/Communication	75	\$80,818	\$98,469	\$119,975
Information Technology Manager Systems/Support	75	\$80,818	\$98,469	\$119,975
Information Technology Specialist, Senior	66	\$64,713	\$78,847	\$96,067
Information Technology Specialist	62	\$58,627	\$71,432	\$87,032
Information Technology Technician II	58	\$53,113	\$64,713	\$78,847
Information Technology Technician I	54	\$48,118	\$58,627	\$71,432
<u>City Assessor Group</u>				
City Assessor	79	\$89,208	\$108,692	\$132,430
Assistant City Assessor	70	\$71,432	\$87,032	\$106,041
Property Appraiser, Senior	66	\$64,713	\$78,847	\$96,067
Property Appraiser	60	\$55,802	\$67,990	\$82,839
Property Assessment Specialist	56	\$50,554	\$61,595	\$75,048
<u>Law Enforcement Command Group</u>				
Police Chief	90	\$117,049	\$142,613	\$173,760
Police Captain	79	\$89,208	\$108,692	\$132,430
Police Lieutenant	74	\$78,847	\$96,067	\$117,049
<u>Law Enforcement Operations Group</u>				
Police Sergeant	69	\$69,689	\$84,910	\$103,454
Police Officer, Master	64	\$61,595	\$75,048	\$91,438
Police Officer, Senior	62	\$58,627	\$71,432	\$87,032
Police Officer	60	\$55,802	\$67,990	\$82,839
Public Safety Business Analyst	62	\$58,627	\$71,432	\$87,032
Digital Forensic Analyst	57	\$53,113	\$64,713	\$78,847
Evidence and Property Technician	52	\$45,799	\$55,802	\$67,990
Intelligence Analyst	52	\$45,799	\$55,802	\$67,990
Community Service Officer	48	\$41,492	\$50,554	\$61,595
Law Enforcement Office Manager	59	\$54,441	\$66,331	\$80,818
Law Enforcement Office Specialist III	54	\$48,118	\$58,627	\$71,432
Law Enforcement Office Specialist II	51	\$44,682	\$54,441	\$66,331
Law Enforcement Office Specialist I	48	\$41,492	\$50,554	\$61,595
<u>Public Safety Communications Group</u>				
Public Safety Telecommunications Systems and Data Coordinator	68	\$67,990	\$82,839	\$100,931



Positions by Occupational Class

Public Safety Telecommunications Personnel Manager	68	\$67,990	\$82,839	\$100,931
Public Safety Telecommunications Shift Supervisor	62	\$58,627	\$71,432	\$87,032
Public Safety Telecommunicator, Senior	56	\$50,554	\$61,595	\$75,048
Public Safety Telecommunicator	52	\$45,799	\$55,802	\$67,990

Fire Group

Fire Chief	90	\$117,049	\$142,613	\$173,760
Deputy Fire Chief	80	\$91,438	\$111,409	\$135,741
Fire Battalion Chief	76	\$82,839	\$100,931	\$122,975
Fire Captain	69	\$69,689	\$84,910	\$103,454
Fire Marshal	66	\$64,713	\$78,847	\$96,067
Fire Inspector II	64	\$61,595	\$75,048	\$91,438
Fire Inspector I	62	\$58,627	\$71,432	\$87,032
Firefighter, Senior	60	\$55,802	\$67,990	\$82,839
Firefighter	58	\$53,113	\$64,713	\$78,847

Community Development

Community and Economic Development Director	84	\$100,931	\$122,975	\$149,833
Economic Development Administrator	76	\$82,839	\$100,931	\$122,975
Principal Planner	73	\$76,924	\$93,724	\$114,194
Planner III / Senior Planner	68	\$67,990	\$82,839	\$100,931
Planner II / Associate Planner	64	\$61,595	\$75,048	\$91,438
Planner I / Assistant Planner	60	\$55,802	\$67,990	\$82,839
Zoning / Code Enforcement Inspector	52	\$45,799	\$55,802	\$67,990
Planning and Code Enforcement Assistant	49	\$42,529	\$51,818	\$63,135

Inspections Group

Building Official	75	\$80,818	\$98,469	\$119,975
Senior Building Inspector II	67	\$66,331	\$80,818	\$98,469
Senior Building Inspector	65	\$63,135	\$76,924	\$93,724
Building Inspector III	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	65	\$63,135	\$76,924	\$93,724
Building Inspector II	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	62	\$58,627	\$71,432	\$87,032
Building Inspector I	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer	58	\$53,113	\$64,713	\$78,847
Residential Plan Reviewer	53	\$46,944	\$57,197	\$69,689

Traffic Group



Positions by Occupational Class

Traffic Engineer	74	\$78,847	\$96,067	\$117,049
Traffic Foreman	63	\$60,093	\$73,217	\$89,208
Traffic Maintenance Technician III	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician II	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician I	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Worker	50	\$43,593	\$53,113	\$64,713

Engineering Group

City Engineer	86	\$106,041	\$129,200	\$157,418
Assistant City Engineer	76	\$82,839	\$100,931	\$122,975
Project Manager Field/Design	73	\$76,924	\$93,724	\$114,194
Project Civil Engineer II	72	\$75,049	\$91,438	\$111,409
Project Civil Engineer I	70	\$71,432	\$87,032	\$106,041
GIS Coordinator	65	\$63,135	\$76,924	\$93,724
CAD Technician II	60	\$55,802	\$67,990	\$82,839
Engineering Technician II	60	\$55,802	\$67,990	\$82,839
GIS Technician II	60	\$55,802	\$67,990	\$82,839
Engineering Technician I	56	\$50,554	\$61,595	\$75,048
CAD Technician	56	\$50,554	\$61,595	\$75,048
GIS Technician	56	\$50,554	\$61,595	\$75,048

Vehicle Maintenance Group

Bus Services/Shop Maintenance Superintendent	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	74	\$78,847	\$96,067	\$117,049
Bus Services Foreman	63	\$60,093	\$73,217	\$89,208
Shop Maintenance Foreman	63	\$60,093	\$73,217	\$89,208
Fire Equipment Mechanic	63	\$60,093	\$73,217	\$89,208
Mechanic, Senior	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	57	\$53,113	\$64,713	\$78,847
Mechanic	54	\$48,118	\$58,627	\$71,432
Parts Specialist	48	\$41,492	\$50,554	\$61,595
Light Mechanic	46	\$39,493	\$48,118	\$58,627
Parts Specialist/Bus Driver	50	\$43,593	\$53,113	\$64,713
Bus Driver	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver	47	\$40,480	\$49,321	\$60,093

Street Maintenance Group

Street Superintendent	74	\$78,847	\$96,067	\$117,049
Street Foreman	63	\$60,093	\$73,217	\$89,208
Storm Sewer Foreman	63	\$60,093	\$73,217	\$89,208

Equipment Operator Group

Heavy Equipment Operator Lead	56	\$50,554	\$61,595	\$75,048
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Positions by Occupational Class

Heavy Equipment Operator	54	\$48,118	\$58,627	\$71,432
Medium Equipment Operator	50	\$43,593	\$53,113	\$64,713
Light Equipment Operator	47	\$40,480	\$49,321	\$60,093
<u>Building and Grounds Maintenance Group</u>				
Property Maintenance Superintendent	74	\$78,847	\$96,067	\$117,049
Building and Grounds Foreman	63	\$60,093	\$73,217	\$89,208
Building and Grounds Worker, Senior	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker	48	\$41,492	\$50,554	\$61,595
<u>Public Works Management Group</u>				
Public Works Operations Director	89	\$114,194	\$139,134	\$169,522
Utilities Director	89	\$114,194	\$139,134	\$169,522
Senior Project Manager Field/Design	75	\$80,818	\$98,469	\$119,975
<u>Airport Operations Group</u>				
Airport Director	89	\$114,194	\$139,134	\$169,522
Airport Business and Development Manager	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Foreman	63	\$60,093	\$73,217	\$89,208
Airport Facility Foreman	63	\$60,093	\$73,217	\$89,208
Airport Operations and Maintenance Technician Lead	58	\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician II	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician, I	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician II	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician I	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	44	\$37,590	\$45,799	\$55,802
<u>Cemetery Operations Group</u>				
Cemetery Superintendent	70	\$71,432	\$87,032	\$106,041
<u>Sanitation/Landfill Operations Group</u>				
Sanitation/Landfill Superintendent	74	\$78,847	\$96,067	\$117,049
Landfill Foreman	63	\$60,093	\$73,217	\$89,208
Sanitation Foreman	63	\$60,093	\$73,217	\$89,208
Recycling Coordinator	63	\$60,093	\$73,213	\$89,208
Landfill Attendant/LEO	47	\$40,480	\$49,321	\$60,093
Landfill Attendant	46	\$39,493	\$48,118	\$58,627
<u>Water Plant Operations Group</u>				
Water Plant Superintendent	74	\$78,847	\$96,067	\$117,049



Positions by Occupational Class

Water Plant Foreman	63	\$60,093	\$73,217	\$89,208
Water Plant Operator, Lead	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	56	\$50,554	\$61,595	\$75,048
Water Plant Operator III	54	\$48,118	\$58,627	\$71,432
Water Plant Operator II	52	\$45,799	\$55,802	\$67,990
Water Plant Operator I	50	\$43,593	\$53,113	\$64,713
Public Works Laboratory Technician	55	\$49,321	\$60,093	\$73,217
<u>Water/Wastewater Operations Group</u>				
Water/Wastewater Superintendent	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Foreman	63	\$60,093	\$73,217	\$89,208
Utility Operator, Lead	56	\$50,554	\$61,595	\$75,048
Utility Operator III	54	\$48,118	\$58,627	\$71,432
Utility Operator II	52	\$45,799	\$55,802	\$67,990
Utility Operator I	50	\$43,593	\$53,113	\$64,713



Position Grades by Salary Grade Order

Occupational Job Families and Job Classes	Assigned Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
City Manager	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	94	\$129,200	\$157,418	\$191,798
Finance Director	90	\$117,049	\$142,613	\$173,760
Police Chief	90	\$117,049	\$142,613	\$173,760
Fire Chief	90	\$117,049	\$142,613	\$173,760
Public Works Operations Director	89	\$114,194	\$139,134	\$169,522
Utilities Director	89	\$114,194	\$139,134	\$169,522
Airport Director	89	\$114,194	\$139,134	\$169,522
City Attorney	86	\$106,041	\$129,200	\$157,418
City Engineer	86	\$106,041	\$129,200	\$157,418
Community and Economic Development Director	84	\$100,931	\$122,975	\$149,833
Deputy Fire Chief	80	\$91,438	\$111,409	\$135,741
Human Resource Director	79	\$89,208	\$108,692	\$132,430
City Assessor	79	\$89,208	\$108,692	\$132,430
Police Captain	79	\$89,208	\$108,692	\$132,430
Comptroller	78	\$87,032	\$106,041	\$129,200
Assistant City Attorney	77	\$84,910	\$103,454	\$126,049
Fire Battalion Chief	76	\$82,839	\$100,931	\$122,975
Economic Development Administrator	76	\$82,839	\$100,931	\$122,975
Assistant City Engineer	76	\$82,839	\$100,931	\$122,975
Information Technology Manager Networks/Communication	75	\$80,818	\$98,469	\$119,975
Information Technology Manager Systems/Support	75	\$80,818	\$98,469	\$119,975
Building Official	75	\$80,818	\$98,469	\$119,975
Senior Project Manager Field/Design	75	\$80,818	\$98,469	\$119,975
City Treasurer	74	\$78,847	\$96,067	\$117,049
Police Lieutenant	74	\$78,847	\$96,067	\$117,049
Traffic Engineer	74	\$78,847	\$96,067	\$117,049
Bus Services/Shop Maintenance Superintendent	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	74	\$78,847	\$96,067	\$117,049
Street Superintendent	74	\$78,847	\$96,067	\$117,049
Property Maintenance Superintendent	74	\$78,847	\$96,067	\$117,049
Sanitation/Landfill Superintendent	74	\$78,847	\$96,067	\$117,049
Water Plant Superintendent	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Superintendent	74	\$78,847	\$96,067	\$117,049
Communication and Engagement Manager	73	\$76,924	\$93,724	\$114,194
Principal Planner	73	\$76,924	\$93,724	\$114,194
Project Manager Field/Design	73	\$76,924	\$93,724	\$114,194
Airport Business and Development Manager	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	73	\$76,924	\$93,724	\$114,194



Position Grades by Salary Grade Order

Project Civil Engineer II	72	\$75,049	\$91,438	\$111,409
Disaster Recovery Grant Manager	70	\$71,432	\$87,032	\$106,041
Assistant City Assessor	70	\$71,432	\$87,032	\$106,041
Project Civil Engineer I	70	\$71,432	\$87,032	\$106,041
Cemetery Superintendent	70	\$71,432	\$87,032	\$106,041
Police Sergeant	69	\$69,689	\$84,910	\$103,454
Fire Captain	69	\$69,689	\$84,910	\$103,454
Public Safety Telecommunications Systems and Data Coordinator	68	\$67,990	\$82,839	\$100,931
Staff Attorney	68	\$67,990	\$82,839	\$100,931
Senior Internal Auditor	68	\$67,990	\$82,839	\$100,931
Planner III / Senior Planner	68	\$67,990	\$82,839	\$100,931
Public Safety Telecommunications Personnel Manager	68	\$67,990	\$82,839	\$100,931
Senior Building Inspector II	67	\$66,331	\$80,818	\$98,469
City Clerk	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist, Senior	66	\$64,713	\$78,847	\$96,067
Accountant, Senior	66	\$64,713	\$78,847	\$96,067
Information Technology Specialist, Senior	66	\$64,713	\$78,847	\$96,067
Property Appraiser, Senior	66	\$64,713	\$78,847	\$96,067
Fire Marshal	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	65	\$63,135	\$76,924	\$93,724
Senior Building Inspector	65	\$63,135	\$76,924	\$93,724
Building Inspector III	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	65	\$63,135	\$76,924	\$93,724
GIS Coordinator	65	\$63,135	\$76,924	\$93,724
Internal Auditor	64	\$61,595	\$75,048	\$91,438
Police Officer, Master	64	\$61,595	\$75,048	\$91,438
Fire Inspector II	64	\$61,595	\$75,048	\$91,438
Planner II /Associate Planner	64	\$61,595	\$75,048	\$91,438
Traffic Foreman	63	\$60,093	\$73,217	\$89,208
Bus Services Foreman	63	\$60,093	\$73,217	\$89,208
Shop Maintenance Foreman	63	\$60,093	\$73,217	\$89,208
Fire Equipment Mechanic	63	\$60,093	\$73,217	\$89,208
Street Foreman	63	\$60,093	\$73,217	\$89,208
Storm Sewer Foreman	63	\$60,093	\$73,217	\$89,208
Building and Grounds Foreman	63	\$60,093	\$73,217	\$89,208
Airport Operations and Maintenance Foreman	63	\$60,093	\$73,217	\$89,208
Airport Facility Foreman	63	\$60,093	\$73,217	\$89,208
Landfill Foreman	63	\$60,093	\$73,217	\$89,208
Sanitation Foreman	63	\$60,093	\$73,217	\$89,208
Water Plant Foreman	63	\$60,093	\$73,217	\$89,208
Water/Wastewater Foreman	63	\$60,093	\$73,217	\$89,208
Recycling Coordinator	63	\$60,093	\$73,217	\$89,208



Position Grades by Salary Grade Order

Contract Compliance Officer and Coordinator	62	\$58,627	\$71,432	\$87,032
Accountant	62	\$58,627	\$71,432	\$87,032
Information Technology Specialist	62	\$58,627	\$71,432	\$87,032
Police Officer, Senior	62	\$58,627	\$71,432	\$87,032
Lead Public Safety Telecommunicator/Dispatcher	62	\$58,627	\$71,432	\$87,032
Fire Inspector I	62	\$58,627	\$71,432	\$87,032
Building Inspector II	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	62	\$58,627	\$71,432	\$87,032
Public Safety Business Analyst	62	\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	60	\$55,802	\$67,990	\$82,839
Human Resource Generalist	60	\$55,802	\$67,990	\$82,839
Financial Specialist Sr	60	\$55,802	\$67,990	\$82,839
Property Appraiser	60	\$55,802	\$67,990	\$82,839
Police Officer	60	\$55,802	\$67,990	\$82,839
Firefighter, Senior	60	\$55,802	\$67,990	\$82,839
Planner I / Assistant Planner	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician III	60	\$55,802	\$67,990	\$82,839
CAD Technician II	60	\$55,802	\$67,990	\$82,839
Engineering Technician II	60	\$55,802	\$67,990	\$82,839
GIS Technician II	60	\$55,802	\$67,990	\$82,839
Mobility Manager	60	\$55,802	\$67,990	\$82,839
Law Enforcement Office Manager	59	\$54,441	\$66,331	\$80,818
Clerk Of Municipal Court	58	\$53,113	\$64,713	\$78,847
Financial Specialist	58	\$53,113	\$64,713	\$78,847
Information Technology Technician II	58	\$53,113	\$64,713	\$78,847
Firefighter	58	\$53,113	\$64,713	\$78,847
Building Inspector I	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer	58	\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician Lead	58	\$53,113	\$64,713	\$78,847
Mechanic, Senior	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	57	\$53,113	\$64,713	\$78,847
Digital Forensic Analyst	57	\$53,113	\$64,713	\$78,847
Communication Specialist	56	\$50,554	\$61,595	\$75,048
Human Resource Specialist	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist, Senior	56	\$50,554	\$61,595	\$75,048
Property Assessment Specialist	56	\$50,554	\$61,595	\$75,048
Public Safety Telecommunicator/Dispatcher, Senior	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician II	56	\$50,554	\$61,595	\$75,048
Engineering Technician I	56	\$50,554	\$61,595	\$75,048
CAD Technician	56	\$50,554	\$61,595	\$75,048



Position Grades by Salary Grade Order

GIS Technician	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician II	56	\$50,554	\$61,595	\$75,048
Water Plant Operator, Lead	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	56	\$50,554	\$61,595	\$75,048
Utility Operator, Lead	56	\$50,554	\$61,595	\$75,048
Lead Heavy Equipment Operator	56	\$50,554	\$61,595	\$75,048
Executive Secretary	55	\$49,321	\$60,093	\$73,217
Public Works Laboratory Technician	55	\$49,321	\$60,093	\$73,217
Information Technology Technician I	54	\$48,118	\$58,627	\$71,432
Law Enforcement Office Specialist III	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Technician I	54	\$48,118	\$58,627	\$71,432
Mechanic	54	\$48,118	\$58,627	\$71,432
Heavy Equipment Operator	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker, Senior	54	\$48,118	\$58,627	\$71,432
Water Plant Operator III	54	\$48,118	\$58,627	\$71,432
Utility Operator III	54	\$48,118	\$58,627	\$71,432
Office and Administrative Specialist	53	\$46,944	\$57,197	\$69,689
Residential Plan Reviewer	53	\$46,944	\$57,197	\$69,689
Legal Administrative Assistant	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Principal	52	\$45,799	\$55,802	\$67,990
Evidence and Property Technician	52	\$45,799	\$55,802	\$67,990
Intelligence Analyst	52	\$45,799	\$55,802	\$67,990
Public Safety Telecommunicator	52	\$45,799	\$55,802	\$67,990
Zoning / Code Enforcement Inspector	52	\$45,799	\$55,802	\$67,990
Airport Operations and Maintenance Technician I	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead	52	\$45,799	\$55,802	\$67,990
Water Plant Operator II	52	\$45,799	\$55,802	\$67,990
Utility Operator II	52	\$45,799	\$55,802	\$67,990
Financial Clerk, Senior	51	\$44,682	\$54,441	\$66,331
Law Enforcement Office Specialist II	51	\$44,682	\$54,441	\$66,331
Traffic Maintenance Worker	50	\$43,593	\$53,113	\$64,713
Parts Specialist/Bus Driver	50	\$43,593	\$53,113	\$64,713
Bus Driver	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	50	\$43,593	\$53,113	\$64,713
Medium Equipment Operator	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician II	50	\$43,593	\$53,113	\$64,713
Water Plant Operator I	50	\$43,593	\$53,113	\$64,713
Utility Operator I	50	\$43,593	\$53,113	\$64,713
Administrative Clerk, Senior	49	\$42,529	\$51,818	\$63,135
Planning and Code Enforcement Assistant	49	\$42,529	\$51,818	\$63,135
Financial Clerk	48	\$41,492	\$50,554	\$61,595
Law Enforcement Office Specialist I	48	\$41,492	\$50,554	\$61,595



Position Grades by Salary Grade Order

Parts Specialist	48	\$41,492	\$50,554	\$61,595
Building and Grounds Worker	48	\$41,492	\$50,554	\$61,595
Community Service Officer	48	\$41,492	\$50,554	\$61,595
Administrative Clerk/Bus Driver	47	\$40,480	\$49,321	\$60,093
Light Equipment Operator	47	\$40,480	\$49,321	\$60,093
Landfill Attendant/LEO	47	\$40,480	\$49,321	\$60,093
Administrative Clerk	46	\$39,493	\$48,118	\$58,627
Light Mechanic	46	\$39,493	\$48,118	\$58,627
Airport Facility Technician I	46	\$39,493	\$48,118	\$58,627
Landfill Attendant	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	44	\$37,590	\$45,799	\$55,802

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
38	Hourly	\$15.58	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
	Pay Period	\$1,247	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851
	Monthly	\$2,701	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010
	Yearly	\$32,414	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944
39	Hourly	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
	Pay Period	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897
	Monthly	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110
	Yearly	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118
40	Hourly	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30
	Pay Period	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944
	Monthly	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213
	Yearly	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321
41	Hourly	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91
	Pay Period	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944
	Monthly	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213
	Yearly	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554
42	Hourly	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91
	Pay Period	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993
	Monthly	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318
	Yearly	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818
43	Hourly	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54
	Pay Period	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043
	Monthly	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426
	Yearly	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113
44	Hourly	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17
	Pay Period	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094
	Monthly	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537
	Yearly	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$55,802
45	Hourly	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$27.50
	Pay Period	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,146	\$2,200
	Monthly	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766
	Yearly	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$57,197
46	Hourly	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$28.19
	Pay Period	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,146	\$2,200	\$2,255
	Monthly	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766
	Yearly	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$58,627
47	Hourly	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.89
	Pay Period	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,200	\$2,255	\$2,311
	Monthly	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$5,008
	Yearly	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$60,093
48	Hourly	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$29.61
	Pay Period	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,255	\$2,311	\$2,369
	Monthly	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$5,008	\$5,133
	Yearly	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$61,595
49	Hourly	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$30.35
	Pay Period	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,133	\$5,261
	Yearly	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$61,595	\$63,135
	Hourly	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$31.11

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
50	Pay Period	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261
	Yearly	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135
51	Hourly	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11
	Pay Period	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489
	Monthly	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393
52	Yearly	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713
	Hourly	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89
	Pay Period	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615
53	Monthly	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528
	Yearly	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331
	Hourly	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69
54	Pay Period	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680
	Monthly	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666
	Yearly	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990
55	Hourly	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50
	Pay Period	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680
	Monthly	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807
56	Yearly	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689
	Hourly	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34
	Pay Period	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747
57	Monthly	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953
	Yearly	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432
	Hourly	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
58	Pay Period	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816
	Monthly	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101
	Yearly	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217
59	Hourly	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98
	Pay Period	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959
	Monthly	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410
60	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924
	Hourly	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Pay Period	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033
61	Monthly	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818
	Hourly	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
62	Pay Period	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108
	Monthly	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735
	Yearly	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839
63	Hourly	\$28.89	\$29.61	\$29.61	\$30.35	\$31.11	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$40.82
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266
	Monthly	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$7,076
64	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910
	Hourly	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$41.84
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266

Pay Plan Effective January 1, 2025

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
62	Monthly	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253
	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032
	Hourly	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89
	Pay Period	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431
63	Monthly	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434
	Yearly	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208
	Hourly	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96
	Pay Period	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517
64	Monthly	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620
	Yearly	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438
	Hourly	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06
	Pay Period	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605
65	Monthly	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810
	Yearly	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724
	Hourly	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695
66	Monthly	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006
	Yearly	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067
	Hourly	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787
67	Monthly	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206
	Yearly	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469
	Hourly	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52
	Pay Period	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882
68	Monthly	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411
	Yearly	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931
	Hourly	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Pay Period	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979
69	Monthly	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454
	Hourly	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98
	Pay Period	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078
70	Monthly	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837
	Yearly	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041
	Hourly	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26
	Pay Period	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180
71	Monthly	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058
	Yearly	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692
	Hourly	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56
	Pay Period	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285
72	Monthly	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284
	Yearly	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409
	Hourly	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90
	Pay Period	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392
73	Monthly	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516
	Yearly	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194
	Hourly	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27
	Pay Period	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502
74	Monthly	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
	Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$116,982
	Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.60
	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,612

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049
Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68
75	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
Yearly	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975
Hourly	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
76	Pay Period	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$10,248
Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975
Hourly	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60
77	Pay Period	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730
	Monthly	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,488
Yearly	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049
Hourly	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12
78	Pay Period	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,969
	Monthly	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,767
Yearly	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200
Hourly	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67
79	Pay Period	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$5,093
	Monthly	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$11,036
Yearly	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430
Hourly	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26
80	Pay Period	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,221
	Monthly	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,312
Yearly	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741
Hourly	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89
81	Pay Period	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,351
	Monthly	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,595
Yearly	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134
Hourly	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56
82	Pay Period	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,485
	Monthly	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,884
Yearly	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613
Hourly	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28
83	Pay Period	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,622
	Monthly	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$12,182
Yearly	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178
Hourly	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03
84	Pay Period	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,763
	Monthly	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,486
Yearly	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833
Hourly	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84
85	Pay Period	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,907
	Monthly	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,486	\$12,798
Yearly	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578
Hourly	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68
86	Pay Period	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$6,055
	Monthly	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,486	\$12,798	\$13,118
Yearly	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
87	Hourly	\$52,26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$73.84	\$75.68	\$77.57
	Pay Period	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,206
	Monthly	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118
	Yearly	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$142,613	\$149,833	\$157,418	\$161,353	\$165,387	\$169,522
88	Hourly	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$73.84	\$75.68	\$77.57	\$79.51
	Pay Period	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,361
	Monthly	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446
	Yearly	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$142,613	\$149,833	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
89	Hourly	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
	Pay Period	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,520
	Monthly	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$14,127
	Yearly	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$142,613	\$149,833	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
90	Hourly	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	Pay Period	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,683
	Monthly	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,480
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$142,613	\$149,833	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556
91	Hourly	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63
	Pay Period	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,850
	Monthly	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,842
	Yearly	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
92	Hourly	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$87.77
	Pay Period	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$7,021
	Monthly	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$15,213
	Yearly	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
93	Hourly	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$89.96
	Pay Period	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,197
	Monthly	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$15,213	\$15,983
	Yearly	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$187,120
94	Hourly	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$92.21
	Pay Period	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,377
	Monthly	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,983
	Yearly	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120
95	Hourly	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$94.52
	Pay Period	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,561
	Monthly	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$16,383
	Yearly	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798
96	Hourly	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$96.88
	Pay Period	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,054	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,750
	Monthly	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,792
	Yearly	\$135,740	\$139,135	\$142,613	\$146,178	\$149,832	\$153,578	\$157,416	\$161,352	\$165,386	\$169,522	\$173,759	\$178,104	\$182,557	\$187,121	\$191,799	\$201,509
97	Hourly	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$99.30
	Pay Period	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,944
	Monthly	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$17,212
	Yearly	\$139,134	\$142,613	\$146,178	\$149,832	\$153,578	\$157,417	\$161,351	\$165,386	\$169,521	\$173,760	\$178,103	\$182,557	\$187,121	\$191,799	\$196,594	\$206,547
98	Hourly	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$101.78
	Pay Period	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$8,143
	Monthly	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,643
	Yearly	\$142,612	\$146,178	\$149,832	\$153,578	\$157,417	\$161,352	\$165,385	\$169,521	\$173,759	\$178,104	\$182,556	\$187,121	\$191,799	\$196,594	\$201,509	\$211,711
	Hourly	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$104.33

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
99	Pay Period	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143	\$8,346
	Monthly	\$12,181	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643	\$18,084
	Yearly	\$146,177	\$149,832	\$153,578	\$157,417	\$161,352	\$165,386	\$169,520	\$173,759	\$178,103	\$182,557	\$187,120	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711	\$217,004
	Hourly	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78	\$104.33	\$106.94
100	Pay Period	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143	\$8,346	\$8,555
	Monthly	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643	\$18,084	\$18,536
	Yearly	\$149,831	\$153,578	\$157,417	\$161,352	\$165,386	\$169,521	\$173,758	\$178,103	\$182,556	\$187,121	\$191,798	\$196,594	\$201,509	\$206,547	\$211,711	\$217,004	\$222,429

FIREFIGHTER

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
2912 Rate	\$18.24	\$18.70	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08
2080 Rate	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847

FIREFIGHTER, SENIOR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
2912 Rate	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45
2080 Rate	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

FIRE CAPTAIN

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
2912 Rate	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53
2080 Rate	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454

BATTALION CHIEF

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
2912 Rate	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53	\$36.42	\$37.33	\$38.26	\$39.21	\$40.20	\$41.20	\$42.23
2080 Rate	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975

FIRE CHIEF

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
HOURLY	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
BIWEEKLY	\$4,501.88	\$4,614.43	\$4,729.79	\$4,848.03	\$4,969.23	\$5,093.47	\$5,220.80	\$5,351.32	\$5,485.11	\$5,622.23	\$5,762.79	\$5,906.86	\$6,054.53	\$6,205.89	\$6,361.04	\$6,520.07	\$6,683.07
Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760

CONTRACT COMPLIANCE OFFICER AND COORDINATOR

DEPARTMENT:	Finance	REPORTS TO:	Comptroller
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	62	DATE REVISED:	11/18/2024

NATURE OF WORK

In the role of Contract Compliance Officer/Coordinator, the employee will coordinate, monitor and review activities of outside agencies and vendors, to ensure compliance with federal regulatory requirements for contracts funded by federal, state and local dollars. Compliance review will also include contracts funded by Community Development Block Grant monies where the employee will work in conjunction with the Internal Auditor and the Finance Department. Work is performed under the direction of the Comptroller.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates activities for preparing contracts, reviewing contract provisions and monitoring contract compliance.

Determines the necessity for amendments or extension of existing contracts. Reviews charges assessed by contractors and vendors in the performance of services.

Prepares and coordinates the procurement of bids, proposals and evaluates responses.

Develops the Procurement Acquisition Lead Time (PALT) flowchart (stages and milestones) for prospective acquisitions. Coordinates with functional departments to ensure compliance with the PALT (which is subject to change based upon the acquisition complexity, projected award amount, New Contract vs. Exercise of Option, and PALT Stage).

Evaluate existing acquisitions/procurements for performance, efficiency, value, and continuing need. Reviews and evaluates contract performance requirements for completeness, accuracy, efficiency, value, and continuing need.

Prepares appropriate metrics and reports for management review and oversight.

Provides technical assistance to evaluate, clarify and standardize contract terminology and procedures.

Consults with management regarding contracts, departmental issues, problems and related matters. May assist management with contract negotiations, terminations and re-negotiations.

Provides oversight to ensure contract fulfillment obligations.

Performs other duties of a comparable level/type as required.

Trains department Contracting Representatives to review requisition package for adequacy, consistency, and compliance with City of Minot procurement policy and associated standardized administrative and procedural requirements.

CONTRACT COMPLIANCE OFFICER AND COORDINATOR (continued)

REQUIREMENTS OF WORK

Demonstrated knowledge of compliance related to government programs, best practices, and regulatory requirements and issues.

Demonstrated ability to think strategically and to proactively manage implementation of specific initiatives.

Ability to ensure contract administration procedures and techniques are adhered to,

Ability to independently research, understand and apply regulatory requirements.

Ability to adapt in a dynamic and high-growth environment.

Ability to draft regulatory policies and procedures.

Familiarity with contract negotiation procedures and techniques.

Familiarity of basic accounting principles and practices.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Strong analytical and problem-solving skills.

Strong verbal communication skills.

Able to write clearly for the general workforce, governmental agencies and outside vendors.

Works well both independently and in a dynamic team environment.

Works with other departments to promote collaborative relationships.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Business Administration, Management, Accounting or a related field is desired along with a minimum five years of experience in a highly regulatory environment or setting.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

PHYSICAL REQUIREMENTS

Work is performed primarily in an indoor environment; Frequently requires sitting for long periods, up to 8 hours and ability to lift up to 20 lbs.; occasionally requires standing and walking for long periods, up to 4 hours; Constantly requires clarity of speech and hearing that permits the employee to communicate effectively; Constantly requires clear vision to read printed materials and computer screen to accomplish work; Constantly requires repetitive movement of the wrists, hands, and/or fingers.

LEAD HEAVY EQUIPMENT OPERATOR

DEPARTMENT:	Street	REPORTS TO:	Street Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	56	DATE REVISED:	05/29/2025

NATURE OF WORK

This is semi-skilled, skilled and lead work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the general supervision of a foreman or other supervisor. The employee provides guidance and assistance to less experienced employees. Supervises all equipment operations in absence of supervisor or superintendent.

Responsible for the supervision and training of less experience operators on an assigned shift.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, dozers, sewer jet truck, large tractors, specialized mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrappers, sweepers, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies.

Cleans, services and performs minor repairs on equipment.

Performs various laboring and semi-skilled tasks when not operating equipment.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Provides guidance, direction and training to less experience employees.

Communicates effectively with a diverse team, ensuring everyone is on the same page and working together

Supervises a work crew in the absence of a foreman, acts as a lead worker at the request of a foreman.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate and maintain it.

Demonstrated ability to effectively operate track-type and other types of heavy equipment as well as other motor vehicles. Ability to operate equipment in the dark for special or emergency projects.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Knowledge of all applicable city-operated software and applications; including City Works, ADP and others.

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching digging, and lifting heavy objects.

Ability to maintain equipment, check and change oil, change tires.

Ability to climb and down from heavy equipment.

Ability to stand and sit for long periods of time.

Ability to watch materials coming off the blades of equipment while in operation.

Ability to hear obstacles as they encounter the equipment and immediately halt or redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services.

Ability to judge distance effectively in operating all equipment.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

Ability to be on call and respond accordingly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school or equivalent and demonstrated experience in the operation of medium and heavy motorized equipment,

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsement for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

MOBILITY MANAGER

FLSA STATUS: Non- Exempt

NATURE OF WORK

Under general supervision provided by the Transit Superintendent, the Mobility Manager is responsible for planning and implementing department projects and programs by collecting data, completing research, and providing project administration. The Mobility Manager performs complex analytical work by identifying, collecting, and interpreting data used to prepare plans, reports, maps, tables, and charts. The Mobility Manager manages the Paratransit Operations and the Civil Rights Programs required by the Federal Transit Administration and assists in Marketing and Community Engagement functions as it pertains to public transit. In addition, this position will provide mobility training for the general public.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Promote the development and maintenance of a network of transportation services and alternatives beyond requirements of the ADA for persons with disabilities.

Communicates with program providers who work with individuals with disabilities to identify needs and gaps in transportation services - determines ways to creatively address those needs.

Develops plans to address transportation issues of individuals with disabilities and coordinates efforts between transportation providers.

Engages human service agencies to improve transportation options for area residents with disabilities.

Promotes transportation options to individuals with disabilities and program providers.

Responds to elevated concerns of paratransit providers and riders with disabilities on all public transit services. These responsibilities include calling an individual, writing letters, reviewing recordings, and meeting in person to resolve issues.

Partners with inter-government agencies to survey transit riders. Responsible for identifying, collecting and interpreting complex data and information used to prepare plans and reports.

Develops complex plans; creates and writes staff reports on public transportation projects, studies and proposals.

Prepares or instructs others to prepare maps, photos, tables and charts reflecting conditions and trends for reports and presentations.

Performs advanced analysis of internally or externally initiated ideas, proposals and applications to identify compliance with current ordinances, policies and practices.

Communicates effectively, professionally and courteously and maintains working relationships with others in carrying out job functions.

Develop and maintain a public website for Minot City Transit, including maintaining customer relations, social media promotion and identifying methods to stay fresh and relevant with an online presence.

Provide transportation resources and training to direct community service providers in an effort to educate our target audience through community channels.

Provide instruction on how to use the fixed route bus system to our customers.

Plan "train the trainer" sessions to teach community service providers on the fixed route system so they can instruct their clients.

Teach community service providers how to develop transportations plans for their clients.

MOBILITY MANAGER (continued)

Identify and manage all advertising opportunities to enhance the growth of Minot City Transit. This includes any paid and owned (website and social) media.

Identify and develop a plan to bring additional revenue into the organization working with local or state vendors, including bus wraps, benches, bus stop shelters and any and all sources available. Position will require solicitation, sales and service for advertising

Regularly interacts with the public on elevated issues pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily;

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

Effectively oversees and manages the Paratransit Program and operations.

Evaluates and manages paratransit eligibility applications

Develops policies, procedures, and Standard Operating Procedures (SOPs) that ensure maximum compliance with all applicable ADA regulations.

Provides supervision, technical guidance, and training for applicable City/Contractor staff regarding Paratransit and ADA.

Develop and submit local, state, and/or FTA grants as needed under the direction of the Transit Superintendent.

Performs other duties and activities as assigned

REQUIREMENTS OF WORK

Knowledge of regulations related to ADA Paratransit Services and ensures full compliance with ADA regulations with respect to operations, rider certifications, dispatch/reservationists functions, and revenue service.

Knowledge of human services programs and systems.

Knowledge of Americans with Disabilities Act (ADA).

Knowledge of federal, state and local regulations pertinent to public transportation

Knowledge of basic bookkeeping;

Knowledge of paratransit scheduling software with ability to develop and generate reports;

Knowledge of marketing concepts

Skill in organization and statistics;

Skill in developing and interpreting data;

Skill in interpreting federal and state regulations;

Skill in performing mathematical computations such as algebraic functions;

Skill in development of marketing campaigns

Skill in handling multiple tasks simultaneously

Skill in using patience and understanding while dealing with special needs customers

Skills in writing press releases, business correspondence and advertising scripts

Skills in the use of photo editing and other design software

Skill in communication and interpersonal skills as applies to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information, resolve disputes and receive work direction.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Associates degree (bachelor's degree preferred) in marketing, communications, administration, or related field. Website development/maintenance and graphic design skill set important, as well as knowledge of data analytics (predictive and/or prescriptive). Will consider equivalent combination of education and experience sufficient to successfully perform the essential duties this position requires as described above

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper transit endorsements.

PHYSICAL REQUIREMENTS

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines.

This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

PUBLIC SAFETY BUSINESS ANALYST

DEPARTMENT:	Various	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	02/20/2025

NATURE OF WORK

The Public Safety Business Analyst performs a variety of management analyst duties to support Police, Fire and Dispatch Departments including but not limited to assisting with the budget process, contracting and human resources liaison, providing a variety of analytical support; performing research, statistical, and other work; fulfilling other assignments in functional areas such as purchasing, project and grant management, process improvement, and other areas for the Departments; performing other job-related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Safety Business Analyst is a non-sworn classification in the Fire or Police Departments with a focus on budgeting, purchasing, grant management, contracts and general business administration of the Police, Fire and Dispatch Departments.

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to the following:

- Assist with the budgetary and fiscal control processes for the departments, project revenue and expenditure; assist with the preparation of the departments' budgets; develop proformas for the departments, collaborate with departments as needed and assist with representing the departments' interests in fiscal matters.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.
- Prepares and coordinates the procurement of bids, proposals and evaluates responses.
- Coordinate departmental records utilizing various management information systems.
- Assist with the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts and agreements; coordinate billing for services provided.
- Coordinate, prepare, and keep record of documents necessary for presentation to the Minot City Council.
- Prepare and process documents and data relative to the departments' payroll including accruals, benefits and specialty pay.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.

- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Computer software programs required to perform job duties.

Ability to:

- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Departments in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Two years of increasingly responsible administrative and analytical experience in business administration, fiscal management, purchasing coordination, project management, or a related field

Education:

Possession of an Associate's Degree from an accredited institution in business or a related field.

Desirable:

Possession of a Bachelor's Degree in business or a related field.

LICENSE OR CERTIFICATE:

License:

Possession of an appropriate, valid North Dakota driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and

fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; stamina to work long hours and attend night meetings.

PUBLIC SAFETY TELECOMMUNICATIONS CENTER PERSONNEL MANAGER

FLSA STATUS: Exempt

NATURE OF WORK

The Public Safety Telecommunications Center Personnel Manager is a highly responsible position which reports to the Minot Fire Department Chief. This position is responsible for the day to day (day and night) operations of Minot Central Dispatch Telecommunications Center. This position is responsible for ensuring the highest quality service is provided to the citizens and the public safety agencies served by Minot Central Dispatch.

ESSENTIAL FUNCTIONS OF WORK

Responsible for the administration and managing of personnel, and related telecommunicator operations. Working with budget preparation, short term and long-term planning, operational and strategic goals and objectives. Manages all aspects of ADP including schedules, PTO requests, timecard approval, authorizing overtime when required, injury forms and workplace injury reporting.

Responsible for the oversight of the hiring process, interviewing, selection of new employees, and completing background checks.

Coordinates with the Public Safety Telecommunications Center Systems and Data Coordinator, on equipment, radio systems, CAD (computer aided dispatch), notification systems, and other public safety systems. This is to include future needs, as well as any technical or mechanical issues with these systems. Also works with the PST Center Systems and Data Coordinator on outside agencies served by the Center.

Develops, reviews, approves and implements general policies, procedures and guidelines.

Assures appropriate scheduling of personnel to meet the operational needs of the center.

As the team leader directs, guides and coaches the team. Works closely with shift supervisors to ensure high quality service to our communities and agencies served.

Works with shift supervisors in evaluating the performance of team members.

Acts as a technical advisor for software and hardware used in daily operations. (Vesta phone system, Motorola radio, Tyler Tech New world CAD, Openfox, etc.

Identify and correct operational deficiencies.

Manage the Centers training program, to include new employee training, guidance, and evaluation. Manage continuing education opportunities for team members. Keeping appropriate records of training. Ensures all team members meet and maintain all necessary training requirements to maintain certifications, NCIC, EMD, CPR, CTO, Shift Supervisor etc. Investigate complaints related to personnel matters and or Center operations.

Establish and maintain a QA/QI program monitoring emergency and non-emergency calls. EMD, LE and Fire Department dispatches and radio traffic.

Coordinates with IT personnel, GIS personnel, and private contractors involved in installing and maintaining public safety systems.

Works with other departments within the City of Minot, to serve the greater good of the city.

Prepare reports as requested.

Reviews and duplicates audio files for court, agencies and other purposes as needed.

Maintains professional demeanor, positive role model, who motivates all dispatch staff.

Exemplify good customer service

Completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography, Phone/Computer basics, Stress management, Chain of command, Liability, Terminology, Roles and responsibilities, Performance standards, Laws, statutes, and codes, Incident management, Governmental standards, Technology, Risk assessment Social media, Automated data, Video messaging, Incident command, 911 systems and computer aided dispatch, Data networks and server environments, Personnel management principles, Budget principles, QA/QI principles, Community resources, programs and services.

Skills

Keyboarding/Typing, Multitasking, Decision-making, Critical thinking, Verbal and written communications skills, Ability to work on a team, Active listening/hearing, Customer service, Computer, Telephone, Call control, Conflict resolution, Problem solving, Analytical, Troubleshooting, Text messaging, Data analytics, Social media

Abilities

Quick decision-making, Empathy, Respect, Patience, Maturity, Even-tempered, Integrity, Ethical, Life-long learner, Dependable, Flexible, Efficient, Tolerant, Analytical, Detail orientated

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Bachelor or Associates degree preferred, High school graduate required.

Working Knowledge of 911, radio and computer aided dispatch operating procedures

Speak and read the English language.

Must obtain and maintain NCIC certification within 6 weeks of employment.

Must obtain and maintain EMD certification within 3 months of employment.

Must obtain and maintain CPR certification within 60 days of employment.

Must obtain or possess FEMA ICS 100,200,247a,b, or c, 700, and 800 certifications within 60 days of employment.

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment; may be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers; extremely busy environment with constant interruptions; occasional travel to conferences or trainings throughout state and/or country.

PUBLIC SAFETY TELECOMMUNICATIONS CENTER SYSTEMS AND DATA COORDINATOR

FLSA STATUS: Exempt

NATURE OF WORK

Assists with the planning, developing, coordinating and managing all aspects of the public safety radio communications systems which service the multiple jurisdictions in the Minot Central Dispatch Telecommunications Center.

ESSENTIAL FUNCTIONS OF WORK

Essential responsibilities and duties may include but are not limited to the following:

- Primary responsibility is to successfully maintain the current integrated radio system configuration for the multiple agencies' day to day operations.
 - Prepare and coordinate policies and procedures relating to radio interoperability issues.
 - Responsible for working with local tradesmen, contractors, vendors, and agency users to efficiently maintain the day-to-day operations of the radio systems. To include service contracts for preventive maintenance are performed as expected and on a timely basis.
 - Responsible for the coordination of inventorying and maintaining radio frequency licenses for the agencies served.
 - Prepare and maintain radio system asset inventories.
 - Create radio systems documentation
 - Assist in the preparation and negotiation of radio system maintenance and facility contracts.
 - Administer and coordinate the purchase and maintenance of the public safety radio communications supplies.
 - Monitor and facilitates the operation, maintenance and repair of infrastructure associated with current and future communications equipment for multiple local government agencies.
- Responsible to work with the agencies served by Minot Central Dispatch Telecommunications Center.
 - Ensures that all agencies maintain their NCIC and CJIS requirements.
 - Research and evaluate public safety technology trends which will benefit the multiple jurisdictions as a whole and the individual police, fire and EMS agencies.
 - Works with the 911 coordinators, GIS and IT departments to ensure mapping capabilities are up to date.
 - Respond to all inquiries from the agencies served by Minot Central Dispatch Telecommunications Center for requests of evidence, recordings, ISO reports and any other data, etc.

- Participates in the development and adherence of mutual aid agreements between system users and outside agencies.
- Will be a member of the LEPC and 911 committees
- Assists in preparing equipment budget and monitoring expenditures
- Make recommendations on and provides support for network operating systems.
- Maintains superior knowledge of all PSAP equipment to identify and correct technical problems.
- Remains current on developments in the field of Emergency Communications as it pertains to new regulations and 911 technological advances.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Through knowledge of communications networks and circuits; knowledge of FCC (Federal Communications Commission) rules and regulations; Familiar with electrical code standards; knowledge of business practices, standards, and troubleshooting techniques as they pertain to the operation and maintenance of a centralized radio communications system; knowledge of complex radio communications, computer, and telephone systems and their integration into public safety emergency response functions.

Skills

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public; Maintain physical condition appropriate to the performance of assigned duties and responsibilities; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties. Duties include utilizing established policies and practices in strategy development and problem solving.

Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, ordinances and policies, laws, rules and regulations; ability to prepare, organize and maintain data, reports, and systems; ability to understand ability to communicate effectively verbally and in writing; ability to effectively give and follow verbal and written instructions; ability to act in a decisive manner using good judgement; ability to handle stressful situations and handle multiple tasks at once; ability to maintain respectful working relationships with coworkers, supervisors, system users, and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum training is vocational training or two-year associates degree with five years of experience related to radio communications in a public safety setting. Desired qualifications is a BA or BS in business administration, management or a directly related field with five years' experience related to radio communications in a public safety setting.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY OF MINOT JOB DESCRIPTION

AIRPORT FACILITY TECHNICIAN I

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations and Maintenance Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	None
PAY GRADE:	46	DATE REVISED:	2025-01-01

NATURE OF WORK

This is manual and some semi-skilled work in the care, cleaning, and maintenance of Airport facilities and grounds. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. Scheduled work is shift work period, 40 hours per week with occasional overtime requirements. Work is performed under the general supervision of the Airport Facility Foreman and Airport Operations Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Cleans windows, walls, woodwork, furniture, fixtures, floors, and carpet to maintain cleanliness and provide an attractive environment.

Sweeps, mops, scrubs, dusts, waxes, shampoos, vacuums, polishes, sanitizes and performs other tasks in the upkeep of facilities.

Cleans and sanitizes restrooms and replenishes restroom supplies.

Removes trash from trash receptacles; Replaces light bulbs as required; Prepares and paints walls, floors, ceilings as needed; Sets up display cases, hangs banners and other advertisements and signs; Repairs desks, tables and chairs.

Maintains sidewalks so that orderly appearance and accessibility are maintained; shovels snow and removes debris and trash; operates snow removal equipment, and other related equipment.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with crowd control, security screening checkpoint monitoring, security systems and compliance and other security related duties.

Performs grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Performs minor carpentry, electrical, plumbing, HVAC repairs and preventive maintenance on airport facilities and equipment. Assists with facility and mechanical inspections as required. Maintains records and other documentation related to system/equipment failures and repairs.

Performs preventive maintenance and repairs on airport specialized equipment such as conveyers, jet bridges, baggage belts, escalators and elevators.

Loads/unloads and delivers supplies, materials and equipment from loading dock; this requires distribution of items by manually lifting and carrying materials as necessary.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of general maintenance procedures as they pertain to facilities and grounds maintenance.

Some knowledge and ability to apply general safety precautions and standards pertaining to the care and cleaning of buildings and grounds.

Some knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Some knowledge of 49 CFR Part 1542, Airport Security, procedures and requirements.

Ability to operate motorized vehicles to include light, and medium equipment in a safe and reliable manner.

Ability to use and operate hand and power tools in a safe, efficient manner. Ability to follow regulations and policies effectively and efficiently.

Ability to read and follow written and oral instructions.

Ability to communicate effectively, both orally and in writing.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and experience in general maintenance work, or a construction discipline, or custodial, or any equivalent combination of training and experience. The preferred candidate would have experience working at an airport. Multilingual, preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

DEPUTY FIRE CHIEF

DEPARTMENT:	Fire	REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Fire Control Staff
PAY GRADE:	80	DATE REVISED:	12/01/2024

NATURE OF WORK

A Deputy Fire Chief supervises and directs the activities of the divisions in the Fire Department. The Deputy Fire Chief participates in planning, developing policy, and resolving departmental problems and issues within the department as a whole and their area of assignment; are responsible for fiscal management; and represent the Fire Chief and the department in various situations. Serves as a liaison between the City and Ward County Emergency Management office. Works under general guidance and direction of Fire Chief. Exercises supervision over fire suppression personnel directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Establishes and maintains effective working relationships with staff, city officials, labor union, other fire departments, outside agencies and the general public.

Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and city employees.

Prepares and reviews the following: division budget recommendations, administrative studies of management issues, strategic and operational plans, program proposals, policies and procedures, statistical and other reports on department programs and activities and recommendations regarding performance ratings and disciplinary actions.

Attends various meetings and represents the Minot Fire Department.

Observes, inspects and monitors compliance with departmental standard operating procedures.

Responds to large-scale and high-profile emergency scenes.

Oversees grant requests and procurement, controls expenditures and assists in preparing the budget for the department.

Assist local government in building a readiness capability to manage emergency operations in time of crisis.

Assist local officials during times of disasters.

Make arrangements for maximum use of all resources (public and private) available to local government.

Arrange and coordinate practice exercises. Performs other related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge in safety standards in use of applicable equipment and all response and suppression activities.

Extensive knowledge of effective management practices and principles.

Considerable knowledge of the specialized disciplines within the scope of practice of the fire department.

DEPUTY FIRE CHIEF (Continued)

Thorough knowledge of firefighting techniques and practices

Thorough knowledge of applicable city administrative policies, regulations, and ordinances

Ability to comprehend and implement federal, state and local regulations.

Ability to communicate effectively, both orally and in writing.

Ability to communicate over the radio and telephone and express ideas clearly.

Ability to prepare reports, budget needs and regulate spending.

Ability to deal courteously and authoritatively with the public.

Ability to gather and enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Job requires five years of management experience at the captain level or higher with a bachelor's degree from an accredited college or university in fire science, business administration, public administration, or a related field or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as deemed acceptable by the hiring authority. Candidates who do not possess a bachelor's degree will be required to submit an education plan which describes how they will achieve the education requirements. The educational plan should include approximately 6 credits per semester. The plan will need to be completed within 10 years.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DIGITAL FORENSIC ANALYST

DEPARTMENT:	Police	REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	57	DATE REVISED:	06/12/2025

NATURE OF WORK

The Digital Forensic Analyst is a civilian position that is responsible for the collection, processing, analysis, organization, and security of digital media evidence for the Minot Police Department. Additional duties include assisting sworn personnel in all matters associated with conducting investigations with digital evidence and in the provisions and maintenance of technology and equipment associated with the collection and storage of digital evidence.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assist with the procurement and implementation of new equipment and/or software applications related to the collection, storage, organization, security, and dissemination of digital media. This may include: Forensic systems and software, analysis systems and software, in-car video recorders, interview room audio/visual recording systems, body worn cameras, digital audio recorders, or other devices.

Be available to answer calls and respond to crime scenes and/or other locations where evidentiary digital media may be present to assist with the collection of data and/or transportation of devices containing such. Any response will follow department policy and there will not be an "on-call" schedule assigned.

Properly maintaining evidence consistent with department procedures and policy.

Examine and evaluate evidence, utilizing techniques and procedures to develop usable images that both answer the question being asked of the data and preserve the integrity of the original. Assist with the analysis and clarification of all types of digital evidence for use by Minot Police Department personnel, other law enforcement agencies, and prosecutors, for official business.

Assist sworn personnel by providing technical information and in drafting documents, such as but not limited to, search warrants, affidavits, and preservation letters.

Testify as an expert witness in criminal or civil court or other public hearings to the forensic work performed, protocols followed for collection, and to verify the integrity of evidentiary data collected.

Assist with training of Minot Police Department personnel in the use of new hardware and/or software applications related to digital media.

Perform documentation and administrative tasks, as directed, promptly.

Required to attend continued education courses in emerging technologies that can benefit the Minot Police Department through digital media studies, conferences, and classes. Continued Education may present overnight travel and in-person courses, as well as online or web-based learning formats.

REQUIREMENTS OF WORK

Knowledge of: Various digital media technologies, including audio and visual, and any software used to record events, convert file formats, clarify images or audio, and publish data to physical media. Preferred candidate would have a knowledge of public safety organizational procedures, an understanding of Microsoft server software and Active Directory, and a general knowledge of hardware and software used in audiovisual presentation needs.

DIGITAL FORENSIC ANALYST (continued)

Skilled in: Communicating effectively both verbally and in writing; organizing and maintaining records, providing effective customer service, and managing conflict; working without direct supervision and adapting to changing priorities. Accurately determining technology requirements, identifying, and applying appropriate digital media technology and/or equipment to address needs. Resolving technology-related issues in stressful situations; operating a variety of standard office and specialized forensic equipment and software.

Basic knowledge of office procedures, practices, and equipment.

Considerable knowledge of computer operations and use of software programs.

Basic knowledge of departmental operations.

Ability to make independent decisions in accordance with departmental policies and procedures.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to stand, bend, and reach to handle evidence in storage areas, including the ability to lift up to 50 pounds. Ability to lift and carry file boxes or various weights. Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Knowledge of proper methods and techniques of evidence handling and retention.

Knowledge of pertinent Federal, State, and local codes, laws, and regulations.

Ability to communicate clearly and concisely, both orally and in writing,

Ability to maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

Ability to perform a variety of functions in the investigation, analysis, procurement, confidentiality, and retention of property and evidence; maintain security and chain of custody of evidence; maintain and update accurate records and reports;

Ability to perform in the following working conditions: Office and limited field environment; travel from site to site; exposure to computers; dust, noise, grease, body fluids, dangerous drugs, bio-hazardous materials and inclement weather conditions; frequent exposure to situations or materials likely to induce stress, such as visually explicit photographs, weaponry, crime scene evidence, etc.

The position requires the candidate to maintain physical conditioning necessary for walking, standing, or sitting for prolonged periods; frequent heavy to moderate lifting; and operating motor vehicles.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, preferably two (2) years minimum of college courses, and two (2) years of experience in computer forensics, computer science, computer information systems, digital forensics, information technology or related field; or any equivalent combination of training and experience.

DIGITAL FORENSIC ANALYST (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Possession of, or ability to obtain, an appropriate, valid National Crime Information Center certificate.

Ability to obtain CJIS (Criminal Justice Information System) certification.

Pass an extensive background investigation.

Pass initial and periodic drug testing.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to communicate effectively through speech and hearing. The employee frequently is required to stand, walk, and use hands and arms to manipulate potential evidence. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FIRE BATTALION CHIEF

Department	Fire	Reports to:	Deputy Fire Chief
FLSA Status	Exempt		
Paygrade:	76	Date Revised	2/13/2025

NATURE OF WORK

This is supervisory and administrative fire staff work coordinating administrative functions, duty assignments, fire suppression and emergency medical activities. Work involves direct command of emergency scenes, supervising daily work of the battalion. Work performed under the general direction of the Deputy Fire Chief. Supervision is exercised over fire captains and firefighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Oversees, plans, and directs appropriate manpower allocation for all companies; directs daily work assignments of battalion;

Supervises the mitigation of emergencies involving fire, hazardous materials and technical rescue; establishes and implements the Incident Command System and an Incident Action Plan; ensures the safety of responders and the public.

Prepare media releases related to the mitigation of emergency situations.

Completes, reviews and approves required reports detailing emergency and non-emergency incidents.

Conducts critiques of emergency response with battalion.

Schedules, prepares, and conducts in-service training. Writes reports and maintains fire, emergency response, training, and personnel records related to the work.

Participates in community mitigation planning. Provides public information related to all areas of department operations.

Performs other related work as assigned.

REQUIREMENTS OF WORK

The work consists of varied supervisory, management, and technical duties. The necessity of supervising and participating in work performed in life-threatening situations contributes to the complexity of the work.

Thorough knowledge of modern firefighting techniques, methods, and practices.

Thorough knowledge of fire service policies, procedures, rules and regulations.

Thorough knowledge of the geography of the City, including street and hydrant locations and structural characteristics of response area.

Thorough knowledge of city administrative policies, regulations, and ordinances.

Thorough knowledge of fire suppression and first responder methods, practices and techniques

Considerable knowledge of fire and emergency response equipment operation and maintenance.

FIRE BATTALION CHIEF (continued)

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of effective supervisory principles and practices.

Considerable knowledge of the principles and practices of personnel training and development.

Ability to plan, organize, and direct administrative and firefighting functions.

Ability to supervise and review the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to meet physical requirements as established.

Ability to drive and operate all emergency and motor vehicles.

Ability to gather and enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

Thorough knowledge in ICS and operating as IC at emergency scenes.

Thorough knowledge of current reporting system.

Ability to prepare and release press releases.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Job requires three-years of experience as a Fire Captain with a bachelor's degree from an accredited college or university in fire science, business administration, public administration, or a related field or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as deemed acceptable by the hiring authority. Candidates who do not possess a bachelor's degree will be required to submit an education plan which describes how they will achieve the education requirements. The educational plan should include approximately 6 credits per semester. The plan will need to be completed within 10 years.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE CAPTAIN

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	69	DATE REVISED:	2/1/2025

NATURE OF WORK

This is supervisory and technical fire suppression and emergency response work coordinating the activities of the fire station on an assigned shift. Work involves conducting assigned tasks including fire suppression, ventilation of buildings, rescue work, forcible entry, salvage and overhaul, vehicle extrication. Work is performed under the general direction of a battalion chief. Supervision is exercised over senior firefighters and firefighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Responds to fire alarms; evaluates fire scene and makes decisions as to methods of resolving fire and emergency rescue situations; plans, directs, and coordinates all activities at fire and rescue scenes, hazardous materials incidents, emergency medical scenes; directs the laying of hose lines; directs water streams and water pressure; directs placement of ladders and salvage covers, ventilation of buildings, and rescue.

Plans and schedules work assignments of company personnel; counsels subordinate; evaluates performance.

Directs and assists the work of subordinates at station; inspects apparatus, equipment, and station to ensure proper working order; directs and assists with maintenance and cleaning of fire vehicles and equipment and station.

Conducts building surveys and pre-plans in fire district; prepares reports on buildings surveyed.

Conducts critiques of emergency response with fire company;

Prepares and conducts all levels of training for the company; conducts CPR, first aid and fire safety to public and city employees.

Continues to train in EMS skills and with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in EMS, equipment and techniques; maintains adequate physical condition.

Writes reports and maintains fire, emergency response, training, and personnel records related to the work.

May be assigned Battalion Chief duties if the Battalion Chief is absent.

Performs all duties of a senior firefighter, as required.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of modern firefighting techniques, methods, and practices.

Thorough knowledge of fire service policies, procedures, rules and regulations.

Thorough knowledge of the geography of the City, including street and hydrant locations and structural characteristics of response area.

Considerable knowledge of city administrative policies, regulations, and ordinances.

Considerable knowledge of fire suppression and first responder methods, practices and techniques.

Considerable knowledge of fire and emergency response equipment operation and maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of effective supervisory principles and practices.

Ability to operate various fire apparatus to use fire and emergency medical equipment.

Ability to lift ladders, carry hoses, work in cramped spaces and situations requiring agility, strength and stamina.

Ability to communicate effectively, both orally and in writing.

Ability to meet physical requirements as established.

Ability to deal courteously and authoritatively with the public.

Ability to drive and operate all emergency and motor vehicles.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.

Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a two-year degree in Fire Science or Fire Administration or related field. Four years of experience as a fire fighter and two years with the rank of senior firefighter with the Minot Fire Department. Successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be a national registered E.M.T. if hired after 9/1/1981 and must maintain this certification while a **member of Minot Fire Department.**

Must maintain ARFF certification while a member of this department

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE CHIEF

DEPARTMENT:	Fire	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Fire Control Staff
PAY GRADE:	90	DATE REVISED:	05/01/2025

NATURE OF WORK

The Fire Chief provides administrative direction and leadership for all department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include: reviewing the general operation of the department to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing and implementing policies and procedures; and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with City officials, for developing recommendations for the protection of life and property in the City. Work is performed under the executive direction of the City Manager. Serves as Director of the Fire Department and directly and indirectly supervises all positions within the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

Plans, organizes, prioritizes, and directs the operations and activities of the department; assures the total operational effectiveness of the department; assures proper maintenance of fire stations and equipment.

Delegates responsibility to subordinates; meets regularly with battalion chiefs and other staff; makes final decisions on hiring and promotional issues; evaluates the work of subordinates; identifies training needs; provides counseling as needed; handles employee grievances and problems.

Establishes and implements operational policies, goals and objectives for the department; meets regularly with City Manager to discuss operations, budget, immediate and long term needs of the department.

Prepares and presents the annual departmental budget; justifies budget requests; prioritizes budgetary requests from subordinates; monitors and ensures compliance with budget; determines long range and short term equipment needs.

Conducts service delivery studies; implements operational improvements based on department and public input.

Program evaluation, productivity improvement and cost benefit analysis, identifying, evaluating, motivating and developing supervisors and managers.

Works with fire prevention personnel to discuss code enforcement issues; public education and prevention issues, problem areas in the City, budgetary needs; keeps informed of fire investigations.

Responds to major fire scenes and may take command of scene.

Establishes and maintains good working relationships with community groups and agencies and the media; addresses community groups; handles citizen complaints.

Participates on various city and community committees, task forces and the like.

Maintains records and prepares reports on a variety of subjects.

Performs other related work as assigned.

FIRE CHIEF (continued)

REQUIREMENTS OF WORK

Extensive knowledge in modern planning, management, budgeting and organizational techniques.

Extensive knowledge of fire suppression and emergency medical methods, practices and techniques.

Extensive knowledge of fire and emergency response equipment operation and maintenance.

Extensive knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and emergency medical activities.

Extensive knowledge of fire codes and regulations.

Extensive knowledge of city administrative policies, regulations, and ordinances.

Thorough knowledge of effective managerial practices and methods.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective fire suppression, fire prevention, emergency management and emergency response programs.

Ability to assess overall departmental effectiveness in carrying out its mission.

Ability to assess and define training needs of subordinate personnel.

Ability to communicate over the radio and telephone and express ideas clearly during suppression activities.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to gather and enter data into the computer.

Ability to respond to emergencies on standby basis 24 hours a day.

Ability to establish and maintain effective working relationships with other employees, labor union, city officials, other public safety and community agencies and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in fire administration, public administration, or related field and 15 years of firefighting experience including 5 years of progressively responsible fire management experience; or any equivalent combination of training and experience.

Preferred: Masters degree or Executive Fire Officer Program through the National Fire Academy.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Must be bondable and insurable.

FIRE CHIEF (continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FIRE INSPECTOR I

DEPARTMENT:	Fire	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Non-Exempt		
PAY GRADE:	62	DATE REVISED:	2/19/2025

NATURE OF WORK:

This is a responsible technical fire prevention position involving inspection of city buildings for compliance with the adopted fire code. Work is performed under the general direction of the Fire Marshal and the Fire Chief.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts fire inspections of all new and existing city building; ensures compliance with all fire and building codes; advises building owners of code violations; issues violation notices; conducts re-inspections; cooperates with other city and state agencies, inspectors, health officials; witnesses tests of fire protection systems and structures.

Conducts effective fire prevention educational programs for the general public; and community groups.

Issues permits as outlined in International Fire Code.

Determines origin and cause of fires in the absence of the Fire Marshal, assists in the investigation and prosecution of arson cases.

Meets regularly with the Fire Marshal to discuss bureau activities, budget, immediate and long-term needs of the Fire Prevention Bureau.

Implements Fire Prevention Bureau policies, goals and objectives.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made.

Prepares daily and monthly reports, maintains bureau records.

Attends various city and community functions in the absence of the Fire Marshal.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Knowledge of fire and building codes and regulations.

Knowledge of fire code enforcement methods and practices.

Knowledge of city streets and locations within the 2-mile jurisdictional limit.

Knowledge of construction techniques, methods and materials.

Ability to communicate effectively, both orally and in written form.

FIRE INSPECTOR I (continued)

Ability to assist in reviewing plans for compliance with fire and building codes, communicates and coordinates needed revisions with building inspectors and architects.

Ability to assist in establishing and maintaining effective fire prevention programs.

Ability to enter data into an appropriate database utilizing the computer.

Ability to establish and maintain an effective working relationship with other employees, other public safety agencies, and the general public.

Ability to deal courteously and at times authoritatively with the public.

Ability to walk, climb, stand and maneuver on uneven terrain for inspection purposes.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Candidate must have one of the following:

Four years of progressive fire prevention experience as a full-time fire position in a career department or organization;

Trade School Certificate, AA, AAS, AS, BS degree; with a major in Fire Science or Fire Technology;

United State Department of Labor Fire Inspector certification or equivalent;

North Dakota Firefighter's Association Firefighter I certification and 6 years of volunteer fire prevention experience supported by the following documentation – 70% attendance at department meetings, training and fire prevention activities.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Fire Inspector I Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.

IAAI Fire Investigation Technician within 3 years.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE INSPECTOR II

DEPARTMENT:	Fire	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Non-Exempt		
PAY GRADE:	64	DATE REVISED:	2/19/2025

NATURE OF WORK:

This position is a technical fire prevention position involving inspection of city buildings with specialized work in higher hazard occupancies, processes and hazardous materials. Individuals possess a high knowledge level of the adopted code as well as will conduct interpretation of the code. Work is performed under the general direction of the Fire Marshal and the Fire Chief.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

A Fire Inspector II independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; aircraft repair facilities, facilities with special processes such as spraying or dipping processes; and high piled storage.

Performs technical inspections of buildings, facilities, event grounds, and processes to determine conformance with City codes and regulation.

Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding City goals and policies.

Assigned to conduct cause and origin investigations and respond to fire scenes as requested both during their regular workweek and on a standby/call-out basis, with the cause and origin responses taking priority over their inspection duties.

Position requires an application of greater specialized knowledge of the fire code as it pertains to high-hazard occupancies, special processes and hazardous materials.

Interprets and explains fire codes and regulations.

Performs plan review when assigned from the Fire Marshal on different types of occupancies.

Prepares written documents, such as fire inspection, and incident reports, summaries for hazard materials operators, business correspondence and drafts of Fire Prevention policies and procedures.

Implements Fire Prevention Bureau policies, goals and objectives.

Issues permits as outlined in International Fire Code.

Meets regularly with the Fire Marshal to discuss bureau activities, budget, immediate and long-term needs of the Fire Prevention Bureau.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made.

Attends various city and community functions in the absence of the Fire Marshal.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Knowledge of fire and building codes and regulations.

Knowledge of fire code enforcement methods and practices.

Knowledge of city streets and locations within the 2-mile jurisdictional limit.

Knowledge of construction techniques, methods and materials.

Ability to communicate effectively, both orally and in written form.

Ability to assist in reviewing plans for compliance with fire and building codes, communicates and coordinates needed revisions with building inspectors and architects.

Ability to assist in establishing and maintaining effective fire prevention programs.

Ability to enter data into an appropriate database utilizing the computer.

Ability to establish and maintain an effective working relationship with other employees, other public safety agencies, and the general public.

Ability to deal courteously and at times authoritatively with the public.

Ability to walk, climb, stand and maneuver on uneven terrain for inspection purposes.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Four years of experience as a Fire Inspector I and successful completion of training prescribed by the Minot Fire Department, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Fire Inspector II Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIREFIGHTER

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	58	DATE REVISED:	2/1/2025

NATURE OF WORK

This is skilled fire suppression and emergency response work involving responding to citizen calls for emergency assistance due to fires and other crisis situations; operates fire suppression equipment. Work is performed under the supervision of higher-ranking officer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Responds to emergency situations involving the destruction of property and potential loss of life such as fires, auto accidents, hazardous materials incidents, emergency medical and rescue incidents, natural disasters.

Carries, raises and climbs ladders, lays out and connects hoses.

Operates hose lines to extinguish fire.

Removes victims from hazardous and life-threatening situations; performs emergency medical treatment.

Cleans and maintains apparatus, tools, equipment, and the station.

Continues to train with fire tools and equipment to develop and maintain proficiency.

Maintains adequate physical condition.

Maintains records related to the work.

Conducts tours of station.

Is involved in conducting and designing pre-plans where necessary.

Performs duties required for firefighting and rescue involving aircraft.

Performs Basic Life Support Operations during a medical emergency.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of fire suppression practices and techniques.

Considerable knowledge of fire response equipment operation and maintenance.

REQUIREMENTS cont.

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Knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Knowledge of city streets and locations.

Knowledge of providing Basic Life Support to patients.

Ability to operate airport fire apparatus and equipment.

Ability to drive and operate all support vehicles.

Ability to meet physical requirements as established.

Ability to operate hand tools used during suppression activities such as power saw, axes, power fans, forcible entry tools, and others.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.

Ability to lift ladders, carry hoses, work in situations requiring agility, strength and stamina for prolonged period under adverse conditions.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle. Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to communicate clearly over the radio during suppression activities.

Ability to answer phone calls from the public while in the station.

Ability to deal courteously and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to enter accurate data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

NECESSARY REQUIREMENTS

Completion of high school and successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

Must obtain national certification as a Registered Emergency Medical Technician (EMT) within the probationary period. See Fire Department Administrative Policy SOG #47 EMT Program.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIREFIGHTER/FIRE INSPECTOR

DEPARTMENT: Fire

FLSA STATUS:

PAY GRADE: 62

REPORTS TO: Deputy Fire Chief

Non-Exempt

DATE REVISED: 2/5/2025

NATURE OF WORK

This is responsible fire prevention and suppression position involving inspection of city buildings for compliance with fire code and responding to citizen calls for emergency assistance due to fires and other crisis situations. Work is performed under the combined direction of a fire Captain and the Fire Marshal. The employee may give guidance and assistance to less experienced fire fighters and inspectors.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts fire inspections of all new and existing city buildings; ensures compliance with all fire and building codes; advises building owners of code violations; issues violation notices; conducts re-inspections; cooperates with other city agencies, inspectors, health officials; witnesses tests of fire protection systems.

Responds to fire incidents involving the destruction of property; conducts all related fire suppression and ladder company duties as required.

Conducts effective fire prevention education programs for general public and community groups.

Issues permits as outlined in the International Fire Code.

Determines origin and cause of fires in the absence of the Fire Marshal, assists in the investigation and prosecution of arson cases.

Meets regularly with the Fire Marshal to discuss bureau activities, budget, immediate and long-term needs of the Fire Prevention Bureau.

Implements Fire Prevention Bureau policies, goals and objectives.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made

Responds to fire violations and complaints made by the public.

Prepares daily fire inspection reports, maintains records of building hazards.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Knowledge of fire and building codes and regulations.

Knowledge of fire code enforcement methods and practices.

Knowledge of fire suppression and first responder methods, practices and techniques.

Knowledge of fire and emergency response equipment operation and maintenance.

Knowledge of construction techniques, methods and materials.

Knowledge of city streets and locations.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.

Ability to meet physical requirements as established.

Ability to deal courteously and authoritatively with the public.

Ability to assist in reviewing plans for compliance with fire and building codes, communicates and coordinates needed revisions with building inspectors and architects.

Ability to assist in establishing and maintaining effective fire prevention programs.

Ability to enter data into an appropriate database utilizing the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience as a fire fighter with rank of senior firefighter with the Minot Fire Department.

Trade School Certificate, AA, AAS, AS, BS degree; with a major in Fire Science or Fire Technology.

United State Department of Labor Fire Inspector certification or equivalent.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license

Fire Inspector I Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.

IAAI Fire Investigation Technician within 3 years.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl.

The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIREFIGHTER, SENIOR

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	60	DATE REVISED:	2/1/2025

NATURE OF WORK

This is responsible fire suppression and emergency response work involving responding to citizen calls for emergency assistance due to fires and other crisis situations; drives and operates a fire suppression or emergency response vehicle. Work is performed under the continuing supervision of a higher-ranking officer. The employee may give guidance and assistance to less experienced fire fighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Drives and operates a ladder truck, pumper or emergency response vehicle; tests, performs preventive maintenance and makes minor repairs on vehicle and equipment.

Responds to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical and rescue incidents.

Carries, raises and climbs ladders, lays out and connects hoses; directs fire suppressants to extinguish fires.

Extricates victims from hazardous and life-threatening situations; provides emergency medical treatment as needed.

Cleans and maintains apparatus, tools, equipment, and the station.

Continues to train with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in hazards, equipment and techniques; maintains adequate physical condition.

Maintains records related to the work.

Operates a variety of fire suppression and emergency medical equipment.

Inspects businesses for hazards and fire code violations; takes appropriate actions.

May be assigned Captain duties at times when Captain is absent.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of fire suppression and first responder methods, practices and techniques.

Considerable knowledge of fire and emergency response equipment operation and maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of city streets and locations.

FIREFIGHTER, SENIOR (continued)

Knowledge of first aid and rescue procedures.

Ability to operate various fire apparatus to use fire and emergency medical equipment.

Ability to drive and operate all emergency and motor vehicles.

Ability to lift ladders, carry hoses, work in cramped spaces and situations requiring agility, strength and stamina.

Ability to operate hand tools used during suppression activities such as power saws, axes, ventilator fans, forcible entry tools and others.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.

Ability to deal courteously and authoritatively with the public.

Ability to communicate over the radio and telephone and express ideas clearly during suppression activities.

Ability to communicate effectively, both orally and in writing.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.

Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

Ability to function as a Hazardous Materials Technician.

Ability to function as a part of the Minot Fire Department Dive Team as a diver and/or rope handler.

Ability to perform high and low angle technical rescue.

Ability to function as a member of a Regional Response Chemical Biological Radiation Nuclear Explosive Team.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience as a fire fighter and successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

FIREFIGHTER, SENIOR (continued)

NECESSARY SPECIAL REQUIREMENTS

Must be a National Registered E.M.T. if hired after 9/1/81 and must maintain this certification while a member of this department.

Must maintain ARFF certification while a member of this department.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

LEGAL ADMINISTRATIVE ASSISTANT

DEPARTMENT:	Attorney	REPORTS TO:	City Attorney
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	03/25/2025

NATURE OF WORK

This position provides ongoing legal, general, and financial administrative support for the Minot City Attorney's Office in a moderately complex setting, dealing with sensitive matters, to ensure workloads meet required deadlines. Work requires contact with the courts, police department personnel, defendants, victims, witnesses, department heads, and other city personnel. Responsible for establishing and maintaining case files and calendars, assisting with the department's budget, processing expenses and reconciling accounts, coordinating travel and training, managing supplies, and training other staff. This position works with a high degree of independence over specified, standardized processes.

Work is performed under the general direction of all legal staff in the office but is specifically responsible to the City Attorney. This position also provides training and direction for the Legal Administrative Clerk.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Creates electronic files for each criminal charge. Reads and reviews affidavits, prepares case notes with pertinent information on the case, ensures all proper documentation is in the file for the attorney to appear in court.

Maintains contact with victims regarding all aspects of Marsy's Law including victim's rights, restitution, appropriate actions, information and follow-up throughout the criminal process.

Researches information from other agencies, such as criminal histories and driving abstracts, and prepares legal documents and correspondence. Reviews audio and video recordings as requested.

Ensues appropriate confidentiality of all information, correspondence and reports. Reviews all incoming communication to prioritize workload and routes to the appropriate attorney or administrative staff.

Monitors communication for time sensitive documents and drafts appropriate responses, motions, subpoenas, and supplemental discovery paperwork for the attorneys to review. Maintains case narratives relating to actions taken to ensure case continuity.

Maintains daily contact with Municipal Court and the Minot Police Department regarding trial calendars and officer availability for scheduling for police officers for trial.

LEGAL ADMINISTRATIVE ASSISTANT (continued)

Prepares warrant requests for attorney review and follows up with the police department as needed. Forwards warrants to the court and updates victims on the warrant status.

Provides BCI with defendant prosecution and disposition information.

Assists the public, as needed, both as walk-in and on the telephone.

Trains the Legal Administrative Clerk. Assists new employees with access and training to various software and in answering questions on procedure.

Assists with department budget calculations and budget entry. Maintains records on budget expenditures and reconciles routine accounts. Orders supplies and equipment.

Coordinates travel and registers attendees for conferences or other trainings.

Tracks department pending matter. Sets up files and hyperlinks for those matters. Meets with each attorney on a monthly basis to review the pending matters for their respective portfolio and follows up with department heads.

Creates, maintains, and updates standard forms for the office. Tracks statistical data and prepares reports as requested. Assists with formatting and proofreading. Takes minutes for weekly staff meeting.

Greets callers and visitors; handles and processes all incoming agency calls; screens calls and takes messages; directs inquiries to the proper source and answers questions within the context of established policies and procedures, with contact sometimes of a difficult nature; may initiate routine correspondence in performance of duties and response to services.

Other related duties as assigned.

REQUIREMENTS OF WORK

Excellent grammar, spelling and punctuation skills and a general knowledge of legal terms and definitions.

Substantial knowledge of City and State specific software programs including: Evidence.com, LERMS, Securepa, Odyssey, Next Request, Brazos, CJIS Portal, as well as Word, Excel, Outlook, Adobe, SharePoint and One-Note applications.

Accurate computer keyboarding skills of 50 wpm which includes typing from documents, recordings, or independently.

LEGAL ADMINISTRATIVE ASSISTANT (continued)

Ability to communicate well on the telephone and face-to-face with the public in various and sometimes stressful situations.

Ability to establish and maintain effective working relationships with other employees, city officials, other agencies, and the general public.

Ability to follow verbal and written instructions.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to make accurate arithmetic calculations and computations.

Must be highly organized with an emphasis on time management and meeting deadlines.

Ability to learn and use specialized language and technical terms and effectively perform new tasks and skills.

Ability to stand and sit for a minimum of two hours at a time.

Ability to bend to file and retrieve materials and supplies in and from file and storage cabinets.

Ability to proofread, research files, compose letters and emails, and logically organize information.

Ability to work under pressure and to meet deadlines.

Ability to establish and maintain effective working relationships with other employees and the general public.

This position normally works seated at a desk in an environmentally controlled office setting using a computer terminal but must also move about the office or building to perform the functions of the position.

This position normally works in City Hall Monday-Friday, 8:00 a.m. to 4:30 p.m. Additional hours may be required for a heavy work load, training or emergencies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Associate degree in legal secretarial and one year of legal secretarial experience or three years full-time legal secretarial experience preferred. An equivalent combination of education and experience may substitute for all or part of the preferred requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROPERTY APPRAISER

DEPARTMENT:	Assessor	REPORTS TO:	City Assessor
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Assistant City Assessor
PAY GRADE:	60	DATE REVISED:	4/21/2025

NATURE OF WORK

This is entry level work involving the inspection of real property for tax assessment purposes. The work includes conducting research of real estate sales to determine proper valuation. The work is performed under the continuing supervision of the Assistant City Assessor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Inspects properties taking note of type of construction, interior systems and other details; takes measurements of buildings or additions to determine the total amount of square footage; prepares field sketches or takes photographs of property as needed; enters information into records.

Assists in assessing functions focused on residential property valuation and equalization to ensure compliance with the laws of North Dakota.

Analyzes property characteristics, make educated judgements on elements of value, record findings, and establish values.

Reviews current data such as dimensions, quality, and condition for appeal and reassessment purposes.

Reviews residential sales information to keep informed of market trends, and to ensure only appropriate sales are used for state ratio.

Inspects building permit projects, maintaining detailed notes, and establish values.

Uses tools such as tablets, laser measures & tape measures to ensure accuracy and efficiency in work.

Reviews new submitted blueprints & plans and transfer information into CAMA sketch system.

Develops and utilizes database queries for property record analysis purposes.

Assists in general computer records maintenance.

Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

Reviews real estate sales to update information of property record cards; makes computations to adjust valuations.

Provides appraisal and related information to the public in a courteous and informative manner; assist citizens with tax credit and exemption applications.

Participates in departmental training and continuing education in effective methods and practices used in property assessment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of building plans and the collection of cost and sales data.

Some knowledge of modern methods and practices of property and building assessments.

Some knowledge of the methods and techniques used in modern construction.

Ability to read and analyze construction plans.

Ability to make accurate arithmetic calculations.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to study, learn and understand methods and practices used in evaluating real estate.

Ability to relate tactfully and courteously via telephone or directly with the public.

Ability to operate a motor vehicle

Ability to inspect and measure the interior and exterior of structures; walk on uneven terrain and climb stairs.

Participates in local community activities.

Ability to maintain required records and to prepare reports.

Ability to operate PC spreadsheets, word processing, various window software, scanners, digital cameras, calculators and other general office equipment.

Ability to obtain a North Dakota Class I Assessor certification within three years.

PROPERTY APPRAISER (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, finance, banking, economics, or related field supplemented by course work in basic appraisal methods and some experience in real estate sales, property appraisal or related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC SAFETY TELECOMMUNICATOR / DISPATCHER

DEPARTMENT:	Police Communications	REPORTS TO:	PSAP Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	1/1/2025

NATURE OF WORK

The Public Safety Telecommunicator (PST) / Dispatcher is an entry level position which reports to the PST Shift Supervisor and PSAP Personnel Manager. The primary responsibility of the PST / Dispatcher is to protect both citizens and field responders during an emergency incident. This is done through effective communication both on the phone and radio.

ESSENTIAL FUNCTIONS OF WORK

Screen and assess initial calls for service

- Identifying call delivery method (phone, text, video, picture, automated data) – Callers may use traditional methods such as: ▪ Dialing 911 ▪ Using a 10-digit phone line – Callers may also use multiple technological platforms to contact the ECC, such as: ▪ Text-to-911 ▪ Video-to-911 ▪ Video relay services – While other calls may be delivered without human intervention, such as: ▪ Automated alarms ▪ Telematics ▪ Prioritizing call answering • Greeting caller • Projecting a professional demeanor • Providing calming instructions to obtain information

Demonstrate clear and effective communication

- Actively listening • Conveying respect and empathy • Enunciating clearly while avoiding jargon with the caller • Controlling the call • Using appropriate terminology, codes, signals with field responders

Ascertain incident information

- Obtaining and verifying the incident location • Interpreting geographic information system (GIS) coordinate information and knowledge of mapping systems • Obtaining and verifying contact information • Rapidly determining the nature of the incident • Establishing when the incident happened • Identifying who is involved in the incident • Analyzing information that could include automated data feeds such as cameras, sensors, telematics

Determine scene and responder safety

- Interrogating the caller to learn the circumstances of the emergency • Using multiple resources to determine situational awareness of a scene (i.e., hazardous materials or high occupancy locations, or history of previous incidents) • Using tools and data such as video from mobile devices, body cameras, traffic cameras, drones, and real-time location tracking to improve situational awareness and assist incident commanders on scene • Determining additional risks such as weapons present, medical conditions, or

mobility issues of victims that complicate or threaten the health and safety of the responders and victims at the scene

Identify and mitigate caller safety

Asking that the reporting party not get involved in the situation, keep a safe distance, and remove themselves from the incident if it is an unsafe situation • Staying in contact with the caller to ensure their safety until responders are on scene • Interpreting audio cues, such as emotion and background noise • Recognizing indicators of psychological distress

Document information accurately

Documenting incident details quickly and accurately • Establishing incident priority based on written directives

Caller management

Using call control techniques and tactics to elicit information quickly and accurately from challenged callers • Using calming techniques such as persistent repetition; the use of “I” statements to break through the hysterical threshold • Deploying language services to assist foreign-speaking callers • Providing counsel to suicidal persons, domestic violence victims or serving as the primary contact with a hostage-taker • Utilizing mental health resources

Take appropriate action

Ascertaining if public safety resource dispatch is required and relaying information – If yes, coordinating the dispatch of the appropriate emergency services – If no, providing the caller with the appropriate information • Reviewing request for service details • Informing caller of actions and advising of appropriate updates • Determining the need for outside agency resources such as traffic management, roadway clearance, towing services, power and utility services, crisis negotiators, social services, etc. • Using internal and external agency control devices (weather notification systems, air warnings, emergency management warning system activation, etc.)

Provide pre-arrival life-safety instructions

Providing pre-arrival instructions for law enforcement events, such as: – Suicidal persons – Active shooter events – Deescalating persons in crisis (post-traumatic stress disorder [PTSD], mental illness) – Separating domestic violence victim from the abuser – Protecting children at the scene – Preliminary clearance of roadway obstructions to prevent further injury or secondary accidents – Advice to crash victims to prevent further injury • Providing pre-arrival instructions for fire events, such as: – Escaping a structure fire – Protection for persons trapped in a fire – Wildland fire evacuation – Avalanche disasters – Accelerator stuck – Sinking vehicle • Providing lifesaving instructions for medical events, such as: – Bleeding control – Choking/airway clearance – CPR – Respiratory arrest – Cardiac arrest – Drowning – Childbirth

Process requests for service for law enforcement, fire, and emergency medical services (EMS) personnel

- Making notifications
- Using federal and state databases to inquire about driver license statuses, registrations, and wanted checks, etc.

Record data regarding the incident

- Creating a CAD incident
- Documenting important and necessary call details for response awareness and responder protection
- Updating the CAD incident
- Additional data collection from the same or other callers reporting the incident

Initiate incident response

- Ensure units are assigned to or are responding to the incident
- Relaying pertinent incident information
- Obtaining unit acknowledgment
- Coordinating available resources
- Relaying updates to units
- Broadcasting be on the lookouts (BOLOs) or attempt to locate (ATL) messages
- Disseminating information to other resources
- Anticipating potential escalation
- Performing status checks

Coordinate during events

- Notifying supervisors
- Notifying appropriate resources
- Corresponding with other agencies
- Activating mutual aid, when applicable
- Disseminating interdepartmental intelligence
- Providing incident briefings

Control radio traffic

- Monitoring radio channel(s)
- Active listening and awareness techniques
- Acknowledging radio traffic
- Complying with Federal Communications Commission (FCC) regulations

Participate in post-incident activities

- Preparing testimony
- Testifying in court proceedings
- Participating in call critique and QA review sessions
- Requesting peer support and debriefings as needed
- Attending critical incident stress management (CISM) debriefings
- Attending after-action report meeting

Operate agency technology and equipment

- Operating telephony system effectively – Answering incoming calls – Placing outgoing calls – Performing conference calls – Placing calls on hold if appropriate – Performing appropriate transfers – Utilizing text-to-911 programs – Rapidly identifying and recognizing service interruptions such as equipment failures, cybersecurity breaches, swatting, slamming or spamming incidents, or denial of service (DOS) attacks – Operating teletypewriter (TTY)/telecommunications device for the deaf (TDD) – Responding to multimedia sessions/short message sessions (MMS/SMS) – Responding to video-relayed information
- Operating technology systems such as CAD, call-handling equipment (CHE), logging recorder systems, traffic cameras, perimeter cameras, radio technology, alarms, etc. – Accessing incident data – Updating incident data – Assigning

appropriate units – Interpreting other sensor data such as automatic emergency notification from law enforcement vehicles or body sensors, biometric alarms, and notifications – Interpreting smart building data and sensors, including video feeds, hazmat • Utilizing map/GIS programs – Identifying the location of the incident – Interpreting automatic number identification/automatic location identification (ANI/ALI) to locate emergencies – Plotting GPS coordinates – Providing directions – Using automatic vehicle location (AVL) data to track units • Operating radio systems – Dispatching calls – Relaying information – Providing updated information – Maintaining current status of units • Operating RMS – Accessing records – Updating records • Maintaining equipment functionality – Testing equipment – Troubleshooting equipment – Reporting problems – Applying contingency plans • Operating computer systems – Successful passing of required background checks and clearances to operate sensitive databases. – Accessing database information (National Crime Information Center [NCIC], local/state crime network, Integrated Public Alert and Warning System [IPAWS]) – Operating mass notification software – Using social media platforms – Conducting inquiries – Updating/Modifying/Maintaining systems – Following regulations –

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography • Phone/Computer basics • Stress management • Chain of command • Liability • Terminology • Roles and responsibilities • Agency • Performance standards • Laws, statutes, and codes • Incident management • Governmental standards • Technology • Risk assessment • Social media • Automated data • Video messaging • Incident command

Skills

Keyboarding/Typing • Multitasking • Decision-making • Critical thinking • Verbal and written communications skills • Ability to work on a team • Active listening/hearing • Customer service • Computer • Telephony • Call control • Conflict resolution • Problem solving • Analytical • Troubleshooting • Text messaging • Data analytics • Social media

Abilities

Quick decision-making • Empathy • Respect • Patience • Maturity • Even-tempered • Integrity • Ethical • Life-long learner • Dependable • Flexible • Efficient • Tolerant • Analytical • Detail orientated

All PST / Dispatchers must be able to obtain and retain NCIC credentials, successfully complete the comprehensive training program, obtain and retain EMD (Emergency Medical Dispatcher) and CPR certifications. Pass a background check, enabling access to the ND Criminal Justice Information Sharing (CJIS) and National Crime Information Center (NCIC) networks. Pass pre-employment drug screening, and pre-employment hearing screening. Must be able to speak and read the English language.

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Graduation from high school or GED required. Prefer some experience in the use of communications equipment, computer systems, and phone systems; or any equivalent combination of training and experience.

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment;

- May be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers;
- Must be available to work shift work encompassing 24/7 schedules including evenings, nights, weekends and holidays;
- Must remain at the Center for the full scheduled shift. Uninterrupted lunch and breaks are not guaranteed;
- Due to the nature of public safety work, overtime may be required;
- May be called back on short notice and for extended periods and must be available by phone at own expense;
- Extremely busy environment with constant interruptions;
- Occasional travel to conferences or trainings throughout state and/or country.