



Civil Service Commission Meeting
Friday, August 14, 2026, at 2:30 PM

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. ROLL CALL

2. NEW BUSINESS

2.1. FLEET MANAGEMENT SERVICES MANAGER

It is recommended that the Civil Service Commission approve the revised job description and reclassification of the Fleet Management Services Superintendent position to Fleet Management Services Manager, including a grade change from Grade 74 to Grade 65.

2.2. ADDITION OF VSIP LANGUAGE TO THE 2026 PAY PLAN

It is recommended that the Civil Service Commission approve the addition of VSIP language to the 2026 Pay Plan as presented.

2.3. WATER PLANT INSTRUMENTATION TECH

It is recommended that the Civil Service Commission approve the Grade change for the Water Plant Instrumentation Tech from a Grade 56 to a Grade 62.

3. ADJOURNMENT

FLEET MANAGEMENT SERVICES MANAGER

DEPARTMENT:	Public Works Operations	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	None
PAY GRADE:	65	DATE REVISED:	7/21/2026

NATURE OF WORK

This is highly skilled, non-supervisory, technical and administrative work responsible for leading and overseeing the activities and operations relating to fleet management services and initiatives. Incumbent is expected to communicate and collaborate with City stakeholders and customers to strategically evaluate and plan for equipment needs and facilitate the acquisition, repair, and replacement of vehicles and equipment to support the City's Fleet operations. Exercises considerable independent judgment in directing a system of planned vehicle, transit and equipment acquisition. Work is performed under the managerial direction of the Public Works Operations Director.

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

Plans, reviews, and evaluates the fleet program performance of a wide variety of municipal fleet vehicles and other specialized equipment.

Develops and recommends policies and procedures for the efficient management of the government fleet vehicles and equipment and software systems. Establishes and oversees data tracking practices including: fleet mileage, fuel management, vehicle replacement rates, inventory, operations and maintenance rates. Determines, schedules, and coordinates purchase and retirement of fleet vehicles and equipment. Efforts include title and licensing requirements for City Fleet.

Manage the City's fleet vehicle pool; allocate vehicles and equipment between MOUs to ensure utilization; maintain records relating to operating costs and depreciation costs; and determine the rental rate schedule for the use of fleet vehicles and equipment.

Oversees the operation and function of the Fleet asset database including accuracy of data, and automated reports. Prepares operational and statistical reports to reflect productivity of Fleet operations. Monitors and identifies technological trends and forecast needs to ensure Fleet maintenance operations has up-to-date technology, training, and equipment to serve the City's Fleet needs in a cost-effective, efficient manner.

Oversees, and participates in the development and administration of the assigned Fleet annual budget; participates in the forecast of funds needed for adequate staffing, equipment, materials and supplies for replacement; performs cost-analysis, monitors and recommends expenditures, and implements adjustments.

Coordinates departmental activities and priorities with other City departments and external agencies; attends meetings to receive and convey information. Meets with other Department and Division Heads to determine the scope of their vehicle fleet needs including size, type and requirements. Works with City leadership and the Finance department to develop and maintain financial forecasts for the replacement of vehicles, equipment, and facilities.

FLEET MANAGEMENT SERVICES MANAGER (continued)

Prepares necessary vehicle specifications and contract documents for vehicle replacement; prepares bid specifications; attends pre-bid conferences and negotiates technical requirement and coordinates the disposal of surplus Fleet equipment. Oversees, prepares, and monitors fleet licensing and insurance requirements.

Reports all accidents/incidents to Public Works Operations Director. Reviews vehicle accidents involving negligence; develops and implements corrective recommendations.

REQUIREMENTS OF WORK

Ability to exercise strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, leadership, interpersonal sensitivity and relationship building to provide for enhanced levels of excellence.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to evaluate the City's vehicle and equipment needs, analyze options for equipment procurement, and develop vehicle specifications.

Knowledge of and ability to use Windows-based business software and related fleet applications.

Ability to communicate effectively, both orally and in writing, and prepare clear and concise administrative and financial reports.

Knowledge of budget preparation and control.

Ability to oversee and participate in the management of a comprehensive fleet maintenance program.

Willingness and ability to accept "on-call" status and respond to off-hours situations, and perform evening and weekend assignments.

PREFERRED MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited college or university in business, public administration, automotive technology or related field of study is preferred, with a minimum of two (2) years of fleet management, asset management, or related program management experience, or any such combination of education, experience, and training as may be acceptable to the hiring authority.

PHYSICAL REQUIREMENTS

Work is performed primarily in an office environment, with regular visits to shop and field locations to conduct equipment acceptance and condition inspections. While performing the duties of this job, the employee is regularly required to talk and hear, and is occasionally required to stand, walk, bend, kneel, stoop, crouch, or climb while inspecting vehicles and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Amend the 2026 pay plan to include the following language:

The city is also adding a proposal to change Ordinance to allow a City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. In order to qualify, an employee must be off probation and have not already submitted a retirement date. Interested parties must fill out an application. All applications would be subject to position review. Not all applications will be accepted and acceptance will be based on current and future needs of the City. All applications are subject to review by Department Head, HR Director, City Manager, and Finance Director.

VSIP: Voluntary Separation Incentive Program

The city is also adding a proposal to change Ordinance to allow City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. To qualify, an employee must be off probation and have not already submitted a retirement date.

Interested parties must fill out an application. All applications are subject to position review. Not all applications will be accepted, and acceptance will be based on current and future needs of the City. All applications will be reviewed by a committee of Department Heads as determined by the City Manager to include the HR Director and at least two others, with final approval determined by the City Manager.

Participation in this program would be voluntary in nature. The application window shall be a minimum of fourteen (14) days with a review period of up to thirty (30) days. After acceptance of an application, final approval, and execution of the agreement, the employee shall have a seven (7) day revocation period in which they may choose to withdraw their application and acceptance of the VSIP terms.

2026 ANNUAL PAY PLAN





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 Letter – 2026 Pay and Classification Plan

Date: August 6, 2026

The city is also adding a proposal to change Ordinance to allow a City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. In order to qualify, an employee must be off probation and have not already submitted a retirement date. Interested parties must fill out an application. All applications would be subject to position review. Not all applications will be accepted and acceptance will be based on current and future needs of the City. All applications are subject to review by Department Head, HR Director, City Manager, and Finance Director.

VSIP: Voluntary Separation Incentive Program

The city is also adding a proposal to change Ordinance to allow City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. To qualify, an employee must be off probation and have not already submitted a retirement date.

Interested parties must fill out an application. All applications are subject to position review. Not all applications will be accepted, and acceptance will be based on current and future needs of the City. All applications will be reviewed by a committee of Department Heads as determined by the City Manager to include the HR Director and at least two others, with final approval determined by the City Manager.

Participation in this program would be voluntary in nature. The application window shall be a minimum of fourteen (14) days with a review period of up to thirty (30) days. After acceptance of an application, final approval, and execution of the agreement, the employee shall have a seven (7) day revocation period in which they may choose to withdraw their application and acceptance of the VSIP terms. Sincerely,

Kelly Beck, SHRM CP

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
- Administrative Business Analyst
- Airport Business Development Manager
- Airport Facility Technician I
- Airport Operations and Maintenance Technician, I
- Airport Safety and Security Specialist
- Building Permit Technician
- Buildings and Grounds Worker
- Bus-Driver
- CAD Technician I
- Commercial Plan Reviewer
- Communication Specialist
- Community Service Officer
- Contract Compliance Coordinator
- Digital Forensic Analyst
- Public Safety Telecommunicator (Dispatch)
- Engineering Technician I
- Evidence and Property Technician
- Executive Secretary
- Financial Clerk
- Financial Specialist
- Firefighter
- GIS Coordinator
- GIS Technician I
- Human Resource Specialist
- Information Technology Technician I
- Information Technology Specialist
- Intelligence Analyst
- Landfill Attendant
- Landfill Attendant/LEO
- Law Enforcement Office Specialist
- Light Equipment Operator
- Light Mechanic
- Mechanic
- Mobility Manager
- Parts Specialist
- Parts Specialist/Bus Driver

Planning and Code Enforcement Assistant
Principal Planner
Police Officer
Property Appraiser
Public Safety Answering Point Manager
Public Safety Business Analyst
Public Safety Information and Outreach Coordinator
Residential Plan Reviewer
Recycling Coordinator
Traffic Maintenance Worker
Utility Operator I
Water Plant Operator I
Welder/Fabricator
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 Career 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
Law Enforcement Office Specialist I, II, 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 2012 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 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 as of 2026. 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
Administrative Business Analyst	56	\$50,554	\$61,595	\$75,048
Public Safety Business Analyst	62	\$58,627	\$71,432	\$87,032
<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



Positions by Occupational Class

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
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



Positions by Occupational Class

Public Safety Communications Group				
Public Safety Telecommunications Systems and Data Coordinator	68	\$67,990	\$82,839	\$100,931
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



Positions by Occupational Class

Residential Plan Reviewer	53	\$46,944	\$57,197	\$69,689
<u>Traffic Group</u>				
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
<u>Engineering Group</u>				
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
<u>Vehicle Maintenance Group</u>				
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
<u>Street Maintenance Group</u>				
Street Superintendent	74	\$78,847	\$96,067	\$117,049
Street Foreman	63	\$60,093	\$73,217	\$89,208



Positions by Occupational Class

Storm Sewer Foreman	63	\$60,093	\$73,217	\$89,208
<u>Equipment Operator Group</u>				
Heavy Equipment Operator Lead	56	\$50,554	\$61,595	\$75,048
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 Manager	63	\$60,093	\$73,217	\$89,208
<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>				



Positions by Occupational Class

Water Plant Superintendent	74	\$78,847	\$96,067	\$117,049
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

Position Title	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
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
Cemetery Manager	63	\$60,093	\$73,217	\$89,208
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
Contract Compliance Officer and Coordinator	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



Position Grades by Salary Grade Order

CAD Technician	56	\$50,554	\$61,595	\$75,048
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



Position Grades by Salary Grade Order

Law Enforcement Office Specialist I	48	\$41,492	\$50,554	\$61,595
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

[illegible]

[illegible]

[illegible]

CAREER LADDER QUALIFICATIONS 2026

Accountant to Senior Accountant

1. Promotion will not be automatic.
2. Taking the necessary steps and obtaining a license as a Certified Public Accountant (CPA).
3. Assist in training other employees on accounting applications.
4. A minimum of one (1) year experience as a City of Minot employee as accountant, and favorable employee evaluation(s).

**Administrative Clerk, Administrative Clerk, Senior, & Administrative Clerk,
Principal**

*******THIS CAREER LADDER ALSO APPLIES TO THE ADMINISTRATIVE CLERK/BUS
DRIVER POSITION*******

1. An Administrative Clerk employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior' and satisfactory job performance. Promotion will not be automatic.
2. Administrative Clerk, Senior' employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to 'Principal' and satisfactory job performance. Promotion will not be automatic.

Airport Facility Technician I & Airport Facility Technician II

1. Two years of experience as an Airport Facility Technician with demonstrated knowledge of duties and equipment.
2. Completed certification training in at least one of the following areas: HVAC, electrical, plumbing, mechanical and boiler operations; or in a related field approved in advance by Airport Management.

Airport Operations Technician I & Airport Operations Technician II

1. Two years of experience as an Airport Operations Technician I
2. Completed certification training in both basic and advanced Airport Safety and Operations Specialist (ASOS) school.

Building Inspector I to Building Inspector II

1. One-year experience as a Building Inspector I or equivalent.
2. Possession of International Code Council certification as a commercial building inspector
3. Satisfactory job performance as determined by the Department Head.

Building Inspector II to Building Inspector III

1. One-year experience as a Building Inspector II or equivalent
2. Possession of International Code Council certification as a Building Plans Examiner (B3)
3. Satisfactory job performance as determined by the Department Head.

General Requirements for all Career Ladders in Engineering

1. General Requirements

- a. Promotions will not be automatic and must be approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.
- c. Employee must demonstrate competence and ability through successful employee evaluations with all scores showing satisfactory performance or above.

CAD Technician I to CAD Technician II

- a. Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.
- b. Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

Engineering Technician I promotion to Engineering Technician II

- a. Graduation from civil engineering technical program or related two-year college degree
- b. Two years' experience as an Engineering Technician I
- c. NDDOT Certifications in:
 - i. Asphalt Pavement Inspection
 - ii. Aggregate Testing
 - iii. Asphalt Mix Testing
 - iv. ACI Concrete Field Testing
 - v. Soils Field Testing

Engineering Technician II promotion to Engineering Technician III

- a. Graduation from civil engineering technical program or related two-year college degree
- b. Four years' experience as an Engineering Technician II
- c. NDDOT Certifications in:
 - i. Asphalt Pavement Inspection
 - ii. Aggregate Testing
 - iii. Asphalt Mix Testing
 - iv. ACI Concrete Field Testing
 - v. Soils Field Testing

Engineering Technician III to Project Civil Engineer I

- 1. Engineering Technician III to Project Civil Engineer I
 - a. Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field
 - b. Two years of experience in construction or engineering related to public works projects

GIS Technician I to GIS Technician II

- a. Associate degree (A.S/A.A.S.) or equivalent from two-year college or technical school in Geographic Information System Technician, Engineering Technology, or other related field
- b. Four years minimum of progressively increasing experience and skill as a GIS Technician I or equivalent position.

Equipment Operator, Light to Equipment Operator, Medium

1. Minimum of four (4) years of experience in the operation of light and medium motorized equipment before the employee can be recommended for promotion to Equipment Operator, Medium.
2. Satisfactory job performance as determined by the Department Head.

Financial Clerk to Financial Clerk, Senior

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average the employee appraisals (up to 3 years) and convert to a 50-point basis. (ie: employee's average appraisal divided by appraisal maximum score multiplied by 50%)
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the Department Head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City Government
 - c. Maintain effective work relationships
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. A Financial Clerk employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior'.

Financial Specialist to Financial Specialist Senior

1. Promotion will not be automatic.
2. Assists in training other employees on ERP system and procurement procedures.
3. Assists with business process improvement initiatives.
4. A minimum of one (1) year experience as a City of Minot employee as financial specialist, and favorable employee performance evaluation(s).

Firefighter to Firefighter Senior

1. Must serve four years in the Minot Fire Department to be eligible for promotion. (All firefighters hired 1/19/2024 or prior are eligible for this career ladder after a 3 year service in the Minot Fire Department).
2. Must meet all training and educations requirements established by the Minot Fire Department.
3. Must pass a written test prepared by the Fire Chief
4. Must be a Nationally registered EMT if hired after September 1, 1981
5. The written test contains questions about duties a firefighter must perform at a fire scene, the equipment that must be used, the personal protection provided, and suppression practices including sprinkler systems.

Fire Inspector I to Fire Inspector II

1. Four years of experience as a Fire Inspector I and successful completion of training prescribed by the Minot Fire Department.
2. Completion of Fire Inspector II Certification through the International Code Council.

Human Resource Specialist to Human Resource Generalist

1. Must have a minimum of two years' experience, with the City of Minot as a Human Resource Specialist.

Human Resource Generalist to Generalist Senior

1. Must have a minimum of one year of experience with the City of Minot as a Human Resource Generalist; or completed probationary status with a minimum of two years applicable experience in a similar capacity.
2. Must continue education with goal to obtain a Professional in Human Resource (PHR) certification from the HR Certification Institute, SHRM-CP from the Society for Human Resource Management, FPC/CPC from the American Payroll Association within two years.

Information Technology Specialist to Information Technology Specialist, Senior

1. Minimum of four years of experience in the City's Information Technology department before the employee can be recommended for promotion to Information Technology Specialist, Senior.
2. Satisfactory job performance as determined by the Department Head.

IT Technician to IT Technician II

1. Promotions will not be automatic and must be approved by the IT Managers.
Satisfactory job performance as determined by the IT Managers.
2. Minimum of four years experience in the City's Information Technology department before the employee can be recommended for promotion to Information Technology Technician II.
3. Completed certification training in at least one of the following areas: Cybersecurity, Leadership & Professional Development, Microsoft Technologies, Networking; or in a related field approved in advance by IT Managers.

Internal Auditor to Internal Auditor Senior

1. Promotion will not be automatic.
2. Taking the necessary steps and obtaining a license as a Certified Public Accountant (CPA).
3. Assist in training other employees on accounting applications within the internal auditing process.
4. A minimum of one (1) year experience as a City of Minot employee as an internal auditor, and favorable employee evaluation(s).

Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III

1. A Law Enforcement Office Specialist I employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist II and satisfactory job performance. Promotion will not be automatic.
2. A Law Enforcement Office Specialist II employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist III and satisfactory job performance. Promotion will not be automatic.

Mechanic to Mechanic Senior

1. Must have ASE certification and five years of progressively responsible experience in the maintenance and repair aspect of gasoline and diesel vehicles and equipment, preferable with the City of Minot, before an employee can be recommended for a Mechanic, Senior (discretionary administrative consideration given to previously experience mechanics).
2. Satisfactory job performance as determined by the Department Head.

Mechanical Inspector I to Mechanical Inspector II

1. One-year experience as a Mechanical Inspector I or equivalent
2. Possession of International Code Council certification as a Commercial Mechanical Inspector (M2)
3. Satisfactory job performance as determined by the Department Head.

Mechanical Inspector II to Mechanical Inspector III

1. One-year experience as a Mechanical Inspector II or equivalent
2. Possession of International Code Council certification as a Mechanical Plans Examiner (M3)
3. Satisfactory job performance as determined by the Department Head.

**Office and Administrative Specialist to Office and Administrative Specialist,
Senior**

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average the employee appraisals (up to 3 years) and convert to a 50-point basis. (ie: employee's average appraisal divided by appraisal maximum score multiplied by 50%)
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the Department Head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City Government
 - c. Maintain effective work relationships
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. An Office and Administrative Specialist employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior'.

Plumbing Inspector I to Plumbing Inspector II

1. One-year experience as a Plumbing Inspector I or equivalent
2. Possession of International Association of Mechanical and Plumbing Officials (IAPMO) certification as a Commercial and Residential Plumbing Inspector.
3. Satisfactory job performance as determined by the Department Head.

Plumbing Inspector II to Plumbing Inspector III

1. One-year experience as a Plumbing Inspector II or equivalent
2. Possession of International Code Council certification as a Plumbing Plans Examiner (P3) or equivalent. (Equivalent to be determined sufficient by Building Official).
3. Satisfactory job performance as determined by the Department Head.

Police Officer to Police Officer, Senior

1. Must have a minimum of three years, full-time employment as a sworn Minot Police Officer (discretionary administrative consideration given to a full time sworn and licensed officer of another civil police agency).
2. Ability to pass a comprehensive Senior Police Officer qualification exam including:
 - a. Technical ability; knowledge of City government
 - b. Effective working relationships with co-workers, City officials, and the general public must be attested to by immediate supervisors.

Police Officer, to Police Officer, Master

1. Must have a minimum of five years, full-time employment as a sworn Minot Police Officer (discretionary administrative consideration given to a full time sworn and licensed officer of another civil police agency).
2. Ability to pass a comprehensive Master Police Officer qualification exam including:
 - a. Technical ability; knowledge of City government
 - b. Effective working relationships with co-workers, City officials, and the general public must be attested to by immediate supervisors.

Project Civil Engineer I to Project Civil Engineer II

1. Project Civil Engineer I promotion to Project Civil Engineer II
 - a. Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field
 - b. Registration as a licensed professional engineer in the state of North Dakota
 - c. Four years of experience in construction or engineering related to public works projects; or any equivalent combination of training and experience.

Project Manager to Senior Project Manager

- a. Possession of a Bachelor's degree in civil engineering or construction management.
- b. Minimum of six years experience in civil engineering or construction management. With proven experience in managing multiple complex projects.
- c. Registration as a licensed professional engineer in the state of North Dakota is preferred but not required.

Property Appraiser to Property Appraiser, Senior

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average of employee appraisals (up to 3 years) and convert to a 50 points basis (ie: employee's appraisal average divided by appraisal maximum score multiplied by 50%).
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the department head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City government
 - c. Maintain effective working relationships with:
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. Property Appraiser must have a minimum of four years in the position to be eligible for the career ladder promotion to Property Appraiser, Senior.
4. Must possess a Class I City Assessor designation by the North Dakota State Tax Department to be eligible for the career ladder promotion to Property Appraiser, Senior.

Public Safety Telecommunicator/Dispatcher to Senior Public Safety Telecommunicator/Dispatcher

Definition: Experienced dispatching with excellent knowledge of policies and standard operating procedures. A leadership role for less experienced dispatchers. May or may not be a trainer (CTO)

1. General Requirements

- a. Pass a dispatcher proficiency exam with a minimum of 3 years' experience.
- b. Excellent knowledge of emergency services radio operations and equipment.
- c. Excellent knowledge of methods and procedures of modern radio communications.
- d. Excellent knowledge of city streets and locations and the geography of the City, Ward County and adjacent areas.
- e. Excellent knowledge of office machines including computers and the ability to type adequately.
- f. Ability to respond to emergency situations effectively, efficiently and calmly.
- g. Ability to perform work requiring good hearing, good diction and a clear voice.
- h. Ability to understand and follow complex oral and written instructions and to pass on oral and written information.
- i. Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.
- j. Ability to type at the rate of at least 30 words per minute.
- k. Certified and proficient in NCIC, EMD and CPR.

Senior Building Inspector to Senior Inspector II

1. One year experience as a Senior Building Inspector.
2. Possession of International Code Council certification as a Building Plans Examiner.
3. Satisfactory job performance as determined by the Department Head

Traffic Maintenance Worker & Traffic Maintenance Technician

1. General Requirements

- a. Promotions will not be automatic and must be recommended by supervisor and/or Traffic Engineer and approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.

Employee must demonstrate competence and ability through successful employee evaluations with all scores

Traffic Maintenance Technician I promotion to Traffic Technician II

- a. Graduation from high school or GED
- b. Three years' experience as a Traffic Technician I
- c. IMSA Certifications in:
 - i. Traffic Signal Field Technician Level II
 - ii. Signs Technician Level II
 - iii. Roadway Lighting Technician Level I

Traffic Maintenance Technician II promotion to Traffic Technician III

- a. Graduation from high school or GED.
- b. Three years of experience as a Traffic Technician II
- c. IMSA Certifications in:
 - iv. Roadway Lighting Technician Level II

Utility Operator I to Utility Operator II

1. Minimum two years as a Utility Operator I; possession of a valid state health department Water Distribution Certificate I or Wastewater Collection Certificate I or Wastewater Treatment Certificate I before the employee can be recommended for Utility Operator II. Must possess and maintain a North Dakota commercial driver's license before employees can progress to Utility Operator II.
2. Four years of experience related to water/wastewater activities, two years of which must be as a Utility Operator I; possession of a valid state health department Water Distributions.
3. Satisfactory job performance as determined by Department Head.

Utility Operator II to Utility Operator III

1. Four years of experience related to water/wastewater activities, two years of which must be as a Utility Operator II; possession of a valid state health department Water Distribution Certificate II or Wastewater Collection Certificate II or Wastewater Treatment Certificate II before the employee can be recommended for Utility Operator III.
2. Satisfactory job performance as determined by Department Head.

Water Plant Operator I & Water Plant Operator II

1. Two years as a Water Plant Operator I; possession of a valid state health department Water Treatment Certificate I before the employee can be recommended for Operator II.
2. Must possess and maintain a North Dakota commercial driver's license before employee can progress to Operator II.
3. Satisfactory job performance as determined by the Department Head.

Water Plant Operator II & Water Plant Operator III

1. Four years as a Water Plant Operator II; possession of a valid state health department Water Treatment Certificate II before the employee can be recommended to Operator III.
2. Satisfactory job performance as determined by the Department Head.

WATER PLANT INSTRUMENTATION TECHNICIAN

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	56 62	DATE REVISED:	03/01/2026

NATURE OF WORK

This is a responsible highly technical position performing a variety of duties operating and maintaining various monitoring and control systems used in water treatment systems, along with laboratory and computer equipment. This facility plays a critical role in maintaining public health and meeting regulatory standards Work is performed under the general supervision of the Water Treatment Plant Foreman.

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

Operates and maintains computer systems, both hardware and software.

Calibrates and maintains a variety of installed monitoring equipment related to water treatment.

Maintains electronic and pneumatic process control systems.

Operates and maintains the plant's electronic equipment

Records and maintains water quality records and compliance data.

Records and maintain cybersecurity data, records, and inventory.

Operates and maintains computerized monitoring (SCADA) systems to include PLC, electronically controlled valves, VFD programming, chemical analyzers, and transmitters.

Performs emergency maintenance on water treatment plant, booster stations, and collection sites.

Makes periodic rounds of collection, treatment plant, and distribution sites, observes operating conditions and records meter and gauge readings.

Assists in taking water samples, performs laboratory tests and checks test results, taking appropriate action as needed.

Maintain the water treatment plant network and IT equipment.

The employee may be required to provide training on proper operation and maintenance of water plant SCADA systems, various information technology, instrumentation and laboratory equipment.

Performs other related duties.

REQUIREMENTS OF WORK

Knowledge of computers and computer systems.

Knowledge of basic electricity and electronics wiring up to 120VAC.

Knowledge of standard practices, methods, tools and equipment of water treatment activities.

Knowledge of Allen Bradley, Cmore, Wonderware and other relevant Automation programming.

Knowledge of safety standards and precautions connected with industry standards.

Knowledge of standards governing safe drinking water.

Knowledge of process variables that include pressure, level, flow, temperature.

Timely documenting and recording work performed by creating and completing work orders.

287

WATER PLANT INSTRUMENTATION TECHNICIAN (continued)

Ability to use and maintain bench and hand tools and test equipment associated with water treatment and instrument maintenance. Examples include multimeter, megohm meter, cable tester, etc..

Ability to read meters and gauges and to record findings.

Ability to take water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to work cooperatively with others.

Ability to climb stairways and ladders and bend to take water samples.

Ability to visually detect problems and to detect color changes in chemical titrations.

Ability to maintain mental alertness when reading, measuring, and treating water in compliance with standards.

Ability to read a variety of diagrams and manuals to include CAD, wiring/electrical diagrams & schematics, P&ID's.

Ability to operate a motor vehicle.

Ability to research, trouble shoot, problem solve and complete a variety of tasks when the information is not readily available.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school or trade school in Instrumentation or Electrical Licenses, preferably including classes in chemistry or related subjects, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Ability to obtain a valid state health department Water Treatment Certificate I or higher

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 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. Employee must be able to utilize ladders to necessary heights and depths for job functions.