



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: June 25, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Chris Wilson, Assistant City Manager  
Jeanette Menig, Human Resources Director  
Jennifer Lee, Deputy Human Resources Director

Subject: Classified and Exempt Classification and Pay Plans



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### **History**

The majority of the City's full-time employees are represented by one of six collective bargaining units; the remainder, approximately 160, are non-represented. These full-time non-union employees are subject to the personnel policies and procedures provided by Chapter 11 of the City Code.

Chapter 11 of the City Code establishes a civil service system that divides all officers and positions of the City into the "Classified" service and the "Exempt" service. "Classified" positions are full-time non-union positions subject to minimum wage and overtime pay provided by the Fair Labor Standards Act (FLSA). "Exempt" positions are full-time non-union positions exempt from minimum wage and overtime pay provided by the FLSA.

Additionally, Chapter 11 of the City Code provides that the City Manager or designee shall prepare a pay plan which may be amended from time to time as required.

The Personnel Board is also established by Chapter 11; the board advises the City Manager on matters of personnel and represents the public interest regarding Classified personnel. As such, the Personnel Board reviewed and approved the new plan for Classified positions on June 10, 2025 and recommended that the City Council adopt the plan. That plan, the classification plan for Exempt positions, and the associated pay plan are now submitted for adoption by resolution of the City Council.

### *Classification Plans*

Changes indicated on the attached Classified and Exempt Classification Plans reflect positions that were added, removed or modified throughout the year. We continue to use the job analysis tools from the 2018 consultant-led comprehensive evaluation of classifications and pay grades to determine internal equity by reviewing each new or modified position and assigning it to one of the 12 established pay grades.

Five new positions were added to the Classified Classification Plan this year in order to gain job specialty in their respective departments.

### *Pay Plans*

We reviewed the current (2024) Pay Plan considering the Inflation Rate Multiplier (IRM) determined annually by the State of Michigan, including looking back over the last five years of IRM. Last year we made substantial increases to the grade minimums (10%) and the maximums (5%). This year the data does not support such substantial increases. Therefore, the attached recommended Pay Plan reflects an increase of 1% to the grade minimums and 5% to the maximums, based on our analysis, to allow for competitive wage ranges.

### **Financial**

There are minimal direct costs associated with the updated pay plan. Only one employee has a salary that must be increased because it is below the pay range minimum.

### **Recommendation**

City Management recommends approval of the Classified and Exempt Classification Plans and Classified and Exempt Pay Plan.



# Classification Plan - Exempt Positions

Effective July 1, 2025

## Pay Grade 3

Associate Buyer  
~~Librarian II~~  
Management Analyst  
Planner I  
Pool Manager  
Transportation Coordinator

## Pay Grade 4

Buyer  
~~Librarian II~~  
Marketing Coordinator  
Planner II

## Pay Grade 5

Budget Analyst  
Human Resources Specialist  
Recreation Supervisor

## Pay Grade 6

Application Specialist  
Circulation Supervisor  
Civil Engineer  
Computer Support Leader  
Deputy Building Inspector  
Deputy City Clerk  
Land Surveyor  
Project Manager  
Senior Management Analyst  
Technical Services Supervisor

## Pay Grade 7

Administrative Services Manager  
Assistant City Attorney I  
Chief Building Inspector  
Commercial Plans Examiner  
Community Affairs Director  
Economic Development Manager  
Librarian III  
Planner III  
Police Records Supervisor  
Software Database Engineer  
Zoning & Compliance Specialist

## Pay Grade 8

Deputy Human Resources Director  
Facilities & Grounds Operations Manager  
Financial Compliance Manager  
Fleet Operations Manager  
GIS Administrator  
Network Administrator  
Police Information Technology Manager  
Senior Accountant  
Senior Civil Engineer  
Senior Right of Way Representative  
Streets & Drains Operations Manager  
Water & Sewer Operations Manager

## Pay Grade 9

Assistant City Attorney II  
Assistant City Manager  
Assistant Library Director  
Assistant Recreation Director  
City Treasurer  
Communication Director  
Deputy City Assessor  
Deputy City Engineer  
Deputy Public Works Director  
Purchasing Manager

## Pay Grade 10

Building Official  
City Clerk  
Controller  
Human Resources Director  
Recreation Director

## Pay Grade 11

City Assessor  
City Engineer  
Community Development Director  
Library Director  
Public Works Director

## Pay Grade 12

Chief Financial Officer  
Deputy City Manager  
Fire Chief  
Information Technology Director  
Police Chief



# Classification Plan - Classified Positions

Effective July 1, 2025

## Pay Grade 1

Administrative Aide  
Appraiser Technician  
Building Maintenance Technician  
Employed Police Recruit  
Inventory Control Assistant  
Library Aide  
**Lifeguard**  
Marketing Associate  
Transportation Driver

## Pay Grade 2

Accounts Payable Specialist  
**Accounts Receivable Specialist**  
Administrative Assistant  
Assistant Pool Manager  
Commercial Project Collaborator  
Human Resources Coordinator  
Legal Secretary  
Senior Permit Technician

## Pay Grade 3

Accountant I  
Building Maintenance Specialist I  
Cross Connection Inspector  
Election Specialist  
Engineering Assistant  
Legal Assistant I  
Librarian I  
**Michigan Building Code Plans Review Coord**  
PC Specialist

## Pay Grade 4

Building Maintenance Specialist II  
Housing and Zoning Inspector I  
Housing and Zoning Inspector II  
Legal Assistant II  
Office Manager  
Staffing and Support Specialist  
Support Specialist

## Pay Grade 5

Accountant II  
Appraiser  
Building Inspector/Plans Examiner  
Construction Supervisor  
Field Supervisor  
GIS Analyst  
Payroll Specialist  
Police IT Security Specialist  
**Retirement Specialist**  
Senior PC Specialist

## Pay Grade 6

Cross Connection Supervisor  
Division Supervisor  
Inspector (Electrical, Mechanical or Plumbing)

## Pay Grade 7

Inspector Supervisor  
**Inspector (Building & Plumbing)**



## Pay Plan - Classified and Exempt Positions

Pay Plan - Effective July 1, 2025

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<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$48,819	\$70,685
2	\$53,703	\$77,751
3	\$59,070	\$85,528
4	\$64,977	\$94,082
5	\$67,126	\$97,191
6	\$72,160	\$104,479
7	\$77,571	\$112,316
8	\$83,391	\$120,741
9	\$94,589	\$136,952
10	\$104,045	\$150,647
11	\$114,450	\$165,710
12	\$125,895	\$182,282