



500 West Big Beaver  
Troy, MI 48084  
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## CITY COUNCIL AGENDA ITEM

Date: April 12, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Jeanette Menig, Human Resources Director

Subject: Classified and Exempt Classification and Pay Plans

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### History

Most of the City's full-time employees are represented by one of six collective bargaining groups (unions). Approximately 120 of the City's full-time employees are non-union. 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 the Fair Labor Standards Act (FLSA). "Exempt" positions are full-time non-union positions exempt from minimum wage and overtime pay provided the FLSA.

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 City engaged in a compressive classification and compensation study for Classified and Exempt positions in 2018. The consultant, GovHR, solicited job information from all current employees in Classified and Exempt positions, interviewed the incumbents and their supervisors, and evaluated each job to determine internal equity (i.e. which jobs would be placed in which pay grade). GovHR also surveyed comparable municipalities and libraries to determine external equity and develop recommended pay ranges. We directed GovHR to use the highest comparable weighting, at the 75th percentile, to result in the most competitive wages.

Results of the project were presented to employees in December 2019 and included the process to request an appeal if an employee and/or a supervisor did not agree with the classification of a particular position. We received classification appeals for 14 positions. GovHR had nearly completed their review of the appeals when COVID shutdowns occurred and our resources were occupied with other priorities.

While numerous factors delayed the full implementation of the study results, City management used the GovHR recommendations to effectuate pay increases for positions that were shown to be below the recommended pay ranges. These adjustments could be made within the existing pay ranges and occurred in January of 2020. Longevity adjustments were also effectuated, recognizing per the consultant's recommendation, to provide more compensation for employees with 3 – 7 years, 8 – 14 years and 15 or more years in class. These adjustments were made in April 2020.

Classification appeals were revisited and completed in March 2021. With the completion of the appeals, the full implementation could move forward.

The documents attached are the result of the final GovHR recommendations and include the competitive realignment of pay ranges, classifications throughout all 12 pay grades (in our previous plan grade had “creeped” upwards and there were no positions in Grade 1 or 2), some job title changes (including titles that were separated into two groups which showed two distinct categories of work experience - Accountant became Accountant I and Accountant II; Assistant City Attorney became Assistant City Attorney I and Assistant City Attorney II). Additionally, new positions have been added using the same tools that GovHR used to evaluate and compare positions.

Pay ranges will continue to be reviewed and updated each July; however, this year it will be a two-step implementation with one range (effective May 1) temporarily in effect until the second (effective July 1) is implemented. The May 1 changes will align with the established pay periods and allow for smooth updates to each personnel record. Several employees will move from one numerical pay grade to another, which requires hand entry into our payroll/human resources software. The May 1 ranges reflect the market adjustments that would have occurred July 1, 2020 if the plan would have been ready to be implemented at that time and the July 1, 2021 rates will take effect with the next round of merit increases. The consultant stressed the importance of maintaining competitive ranges through regular evaluation and adjustment.

Chapter 11 also establishes a Personnel Board to advise the City Manager on matters of personnel and represent the public interest regarding Classified personnel. The Personnel Board reviewed and approved the new plan on March 16, 2021 and recommended that the City Council adopt the plan. The plan is now submitted for adoption by resolution of the City Council.

### **Financial**

The January 2020 pay increases to move employees to the new proposed minimums affected 19 employees and totaled \$62,620. The cost of the base pay longevity adjustments was \$46,314. The combined increases to new minimums and longevity adjustments is an increase of approximately 1.2% to Classified and Exempt base wage payroll cost. With the implementation of the May 2021 ranges, four employees will be adjusted to new minimums again, totaling \$4,203, with one employee receiving an additional longevity adjustment of \$509.

### **Recommendation**

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



# Classification Plan - Classified Positions

Effective May 1, 2021

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## Pay Grade 1

Administrative Aide  
Appraiser Technician  
Building Maintenance Technician  
Inventory Control Assistant  
Library Aide  
Marketing Associate  
Transportation Scheduler

## Pay Grade 2

Administrative Assistant  
Legal Secretary

## Pay Grade 3

Accountant I  
Building Maintenance Specialist I  
Building Maintenance Specialist II  
Cross Connection Inspector  
Legal Assistant I  
Librarian I  
PC Specialist  
Support Specialist

## Pay Grade 4

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

## Pay Grade 5

Accountant II  
Appraiser  
Field Supervisor  
GIS Analyst

## Pay Grade 6

Division Supervisor

## Pay Grade 7

Inspector Supervisor



# Classification Plan - Exempt Positions

Effective May 1, 2021

## Pay Grade 3

Assistant to the City Manager  
Associate Buyer  
Librarian I - supervisory  
Transportation Coordinator

## Pay Grade 4

Buyer  
Marketing Coordinator  
Planner  
Project Manager

## Pay Grade 5

Crime Data Analyst  
Emergency Management Specialist  
Human Resources Specialist  
Public Works Coordinator  
Recreation Supervisor

## Pay Grade 6

Application Specialist  
Circulation Supervisor  
Civil Engineer  
Deputy City Clerk  
Deputy City Treasurer  
Land Surveyor  
Lead PC Specialist  
Technical Services Supervisor

## Pay Grade 7

Assistant City Attorney I  
Community Affairs Director  
Economic Development Specialist  
Librarian II  
Police Records Supervisor  
Software Database Engineer  
Zoning & Compliance Specialist

## Pay Grade 8

Facilities & Grounds Operations Manager  
Fleet Operations Manager  
GIS Administrator  
Network Administrator  
Police Information Technology Manager  
Senior Civil Engineer  
Senior Right of Way Representative  
Streets & Drains Operations Manager  
Water & Sewer Operations Manager

## Pay Grade 9

Assistant City Attorney II  
Assistant Library Director  
Assistant Recreation Director  
Building Official  
City Treasurer  
Deputy City Assessor  
Deputy City Engineer  
Purchasing Manager

## Pay Grade 10

City Clerk  
Controller  
Human Resources Director  
Recreation Director

## Pay Grade 11

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

## Pay Grade 12

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



## Pay Plan - Classified and Exempt Positions

Interim Pay Plan - Effective May 1, 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$ 42,025	\$ 56,734
2	\$ 46,228	\$ 62,407
3	\$ 50,850	\$ 68,648
4	\$ 55,935	\$ 75,513
5	\$ 57,784	\$ 78,009
6	\$ 62,118	\$ 83,859
7	\$ 66,777	\$ 90,149
8	\$ 71,785	\$ 96,910
9	\$ 81,424	\$ 109,922
10	\$ 89,566	\$ 120,914
11	\$ 98,522	\$ 133,005
12	\$ 108,375	\$ 146,306



## Pay Plan - Classified and Exempt Positions

Effective July 1, 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$ 43,076	\$ 58,152
2	\$ 47,384	\$ 63,967
3	\$ 52,121	\$ 70,364
4	\$ 57,333	\$ 77,401
5	\$ 59,229	\$ 79,959
6	\$ 63,671	\$ 85,955
7	\$ 68,446	\$ 92,403
8	\$ 73,580	\$ 99,333
9	\$ 83,460	\$ 112,670
10	\$ 91,805	\$ 123,937
11	\$ 100,985	\$ 136,330
12	\$ 111,084	\$ 149,964