



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: June 3, 2022

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 Plan Updates

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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 125 of the City's full-time employees, 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 the Fair Labor Standards Act (FLSA). "Exempt" positions are full-time non-union positions exempt from minimum wage and overtime pay provided 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. Last year we updated the classification and pay plans in accordance with the comprehensive classification and compensation study completed by our consultant, GovHR. However, pay ranges and classification plans must continue to be evaluated and updated as necessary to retain internal equity and external competitiveness of the plans.

The Personnel Board is also established by Chapter 11; the board advises the City Manager on matters of personnel and represent the public interest regarding Classified personnel. The Personnel Board reviewed and approved the new plan for Classified positions on May 26, 2022 and recommended that the City Council adopt the plan. The plan and the classification plan for Exempt positions and the associated pay plan is now submitted for adoption by resolution of the City Council.

The updated classification plans include positions which were added to staff the transition to in-house building inspection services. Also, some titles have been changed to clarify responsibilities (i.e. Exempt Librarian I became II and Librarian II became III to distinguish better from the Classified Librarian I). Additional positions that were added, removed or modified throughout the year are also reflected on the new plans.

The revised pay plan reflects an increase of 1% to the grade minimums and 5% to the maximums, widening the ranges slightly.

### **Financial**

There are limited direct costs associated with updates to the Pay Plan. Currently seven employees' salaries are below the proposed new minimum and will need to be adjusted to the new minimum of their assigned range. Total cost for these adjustments is \$3066.

### **Recommendation**

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



# Classification Plan - Classified Positions

Effective July 1, 2022

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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  
Commercial Project Collaborator  
Legal Secretary  
Senior Permit Technician

## 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  
Construction Supervisor  
Field Supervisor  
GIS Analyst  
Inspector (Electrical, Mechanical, Plumbing)

## Pay Grade 6

Division Supervisor

## Pay Grade 7

Inspector Supervisor



# Classification Plan - Exempt Positions

Effective July 1, 2022

## Pay Grade 3

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

## Pay Grade 4

Buyer  
Marketing Coordinator  
Planner  
Project Manager

## Pay Grade 5

Budget Analyst  
Commercial Plans Examiner  
~~Emergency Management Specialist~~  
Human Resources Specialist  
Police IT Security Specialist  
~~Public Works Coordinator~~  
Recreation Supervisor  
~~Crime Data Analyst~~

## Pay Grade 6

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

## Pay Grade 7

Administrative Services Manager  
Assistant City Attorney I  
Chief Building Inspector  
Community Affairs Director  
Community Engagement Manager  
Economic Development ~~Specialist~~ Manager  
~~Librarian II~~ Librarian III  
Police Records Supervisor  
Software Database Engineer  
Zoning & Compliance Specialist

## Pay Grade 8

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 Library Director  
Assistant Recreation Director  
City Treasurer  
Deputy City Assessor  
Deputy City Engineer  
Purchasing Manager

## Pay Grade 10

Building Official (moved from 9)  
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

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



## Pay Plan - Classified and Exempt Positions

Pay Plan - Effective July 1, 2022

| <u>Grade</u> | <u>Minimum</u> | <u>Maximum</u> |
|--------------|----------------|----------------|
| 1            | \$43,507       | \$61,060       |
| 2            | \$47,858       | \$67,165       |
| 3            | \$52,642       | \$73,882       |
| 4            | \$57,906       | \$81,271       |
| 5            | \$59,821       | \$83,957       |
| 6            | \$64,308       | \$90,253       |
| 7            | \$69,130       | \$97,023       |
| 8            | \$74,316       | \$104,300      |
| 9            | \$84,295       | \$118,304      |
| 10           | \$92,723       | \$130,134      |
| 11           | \$101,995      | \$143,147      |
| 12           | \$112,195      | \$157,462      |