



500 West Big Beaver  
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troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: December 28, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager  
Megan E. Shubert, Assistant City Manager  
Jeanette Menig, Human Resources Director  
Jennifer Lee, Deputy Human Resources Director

Subject: Recommended Pay Ranges for Part-time Classifications

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### **History**

The City of Troy employs part-time and seasonal employees throughout the City. The number of part-time employees varies based on time of the year, ranging from approximately 250 to more than 1,000 including seasonal and election employees.

We last updated the pay ranges for part-time classifications in January 2023. The Michigan minimum wage increased to \$10.33/hour effective January 1, 2024 and organizational changes required the need for new part-time classifications to be added to the plan. Not all ranges will be adjusted at this time; approximately 40% of the pay ranges will be changed. Of those, the minimums and maximums have been increased by an average of approximately 8%, with some positions evaluated and increased independently, including Election Aide and positions in the Fire and Police Departments. Additionally, the Recreation categories Coordinator, Instructors/Lifeguards and Support, are each being increased \$2.00 to accommodate a planned shift premium bonus to be implemented later this year. The recommendations were developed after surveying similar position at comparable municipalities and libraries, as well as considering recruitment/retention challenges and the current needs of the hiring departments.

### **Financial**

The initial financial impact will result from raising the hourly rate for employees who are below the new pay range minimums. There are currently 24 employees who will receive raises (\$.08 - \$2.50) when the range minimums are increased. The average increase will be approximately \$1.00. In addition, Election Aides will see an hourly increase of \$2.00 when they return to work the next election cycle. The estimated increased cost for these changes is \$25,410/year.

### **Recommendation**

Implement the Part-time Job Classifications and Pay Ranges to update our classifications and align our wages to be competitive in the market and provide additional opportunities to recognize the performance of employees through annual merit increases. The recommended classification plan with pay ranges is attached and would be effective with the pay period beginning January 6, 2024.



# PAY RANGES

## PART-TIME CLASSIFICATIONS

### JANUARY 6, 2024

#### General Classifications

Administrative Aide	20.25 - 30.50	Librarian - Substitute	20.50 - 34.00
Appraiser	27.50 - 38.00	Library Aide or Substitute	16.50 - 24.25
Appraiser Technician	20.00 - 29.00	Library Assistant or Substitute	14.50 - 21.50
Assistant Pool/Concession Manager	13.25 - 22.75	Library Page or Substitute	Minimum wage - 17.25
Background Investigator	23.50 - 29.50	Marketing Associate	17.75 - 27.50
Buyer	21.50 - 40.00	Office Assistant	17.00 - 23.50
Cable Production Specialist	19.75 - 30.50	Ordinance Enforcement Officer	27.50 - 38.00
Camera Operator	Minimum wage - 23.75	Parks Laborer or Substitute	16.75 - 21.50
Community Affairs Associate	21.50 - 28.00	Police Desk Attendant	23.50 - 29.50
Crossing Guard	Minimum wage - 22.25	Police IT Assistant	23.50 - 29.50
Customer Service Assistant	Minimum wage - 21.00	Pool/Concession Manager	14.00 - 25.25
Deputy Building Official	40.00 - 60.00	Pre-School Coordinator/Lead Teacher	17.00 - 28.00
Election Aide	20.00	Public Works Assistant	Minimum wage - 17.75
Election Inspector	15.00	Recreation Supervisor	19.50 - 31.25
Fire Staff Assistant	17.00 - 23.50	Seasonal Supervisor	16.25 - 23.75
Fitness/Wellness Specialist	17.75 - 47.50	Senior Parks Laborer	20.00 - 23.75
Grant Specialist	21.50 - 28.00	Student Enforcement Aide	Minimum wage - 16.25
Housing and Zoning Inspector	27.50 - 38.00	Summer Laborer	14.00 - 20.00
Human Resources Assistant	17.25 - 29.75	Transportation Driver	14.00 - 26.00
Inspector	29.75 - 40.00	Transportation Scheduler	14.00 - 23.75
Intern	Minimum wage - 25.00	Umpire	15.00 - 24.75
Investigative Assistant	23.50 - 29.50	911 Operator	23.50 - 29.50
Librarian	25.00 - 36.00		

#### Coordinators

**Minimum wage - 27.50**

Adaptive Program	Safety Town
Basketball - Adult	Senior Program
Basketball - Youth	Soccer - Adult
Building Supervisor	Softball - Adult
Day Camp	Softball - Youth
Day Porter	Sports - Youth
Recreation	Volleyball - Adult

#### Instructors and Lifeguards

**Minimum wage - 24.75**

Dance	Safety Town
Day Camp Leader	Sports - Youth
Lifeguard	Water Safety
Physical Fitness	Water Safety - Private
Pre-School	

#### Support

**Minimum wage - 19.25**

Aide - Adaptive Program	Attendant - Pool
Aide - Pre-School	Babysitter
Aide - Recreation	Cashier
Aide - Safety Town	Scorekeeper
Aide - Ice Rink	
Attendant - Community Center	

#### Officials/Referees

**Minimum wage - 22.25**

Official - Basketball - Youth
Referee - Hockey

Note: Michigan Minimum Wage increased to **\$10.33/hour on January 1, 2024.**