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CITY COUNCIL AGENDA ITEM



Date: June 13, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Jeanette Menig, Human Resources Director
Jennifer Lee, Deputy Human Resources Director

Subject: Classified and Exempt Classification and Pay Plans

History

The majority of the City's full-time employees are represented by one of six collective bargaining units; the remainder, approximately 155, 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 represent the public interest regarding Classified personnel. As such, the Personnel Board reviewed and approved the new plan for Classified positions on June 12, 2024 and recommended that the City Council adopt the plan. That plan and 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 and positions anticipated or planned in the future. 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.

It is important to note that several position titles have been added to the Exempt Classification Plan to allow for succession planning or flexibility in future recruitment, but they do not represent budgeted positions at this time. For example, the budgeted position of Planner has been replaced with a Planner I, Planner II and Planner III.

Pay Plan

We reviewed the current (2023) Pay Plan utilizing the Inflation Rate Multiplier (IRM) determined annually by the State of Michigan, including looking back over the last five years of IRM. In previous years we made modest increases to the grade minimums while increasing the maximums more substantially. Therefore, the attached recommended Pay Plan reflects an increase of 10% to the grade minimums and 5% to the maximums, based on our analysis, to allow for competitive wage ranges.

Also, a consideration in developing the recommended Pay Plan is the impact of the announcement made earlier this year by the US Department of Labor regarding two rounds of changes to the Fair Labor Standards Act (effective July 1, 2024, and January 1, 2025). The changes address the criteria used to determine whether an employee can be considered exempt from overtime pay, specifically the “salary test” which sets a minimum salary threshold for that exemption. These new salary thresholds were considered in the evaluation of the recommended Pay Plan.

Financial

There are limited direct costs associated with updates to the Pay Plan. Currently, five employees' salaries are below the proposed new minimum and will need to be adjusted to the new minimum of their assigned range. The total cost for these adjustments is \$8,061.

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, 2024

Pay Grade 1

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

Pay Grade 2

Accounts Payable 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
~~Building Maintenance Specialist II~~
Cross Connection Inspector
Election Specialist
Engineering Assistant
Legal Assistant I
Librarian I
PC Specialist
Support 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
Senior PC Specialist

Pay Grade 6

Division Supervisor
Cross Connection Supervisor

Pay Grade 7

Inspector Supervisor



Classification Plan - Exempt Positions

Effective July 1, 2024

Pay Grade 3

~~Assistant to the City Manager~~

Associate Buyer

Librarian II

Management Analyst

Planner I

Pool Manager

Transportation Coordinator

Pay Grade 4

Buyer

Marketing Coordinator

Planner II

Pay Grade 5

Budget Analyst

Human Resources Specialist

~~Project Manager~~

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

~~Assistant City Manager~~

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 & Engagement 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



Pay Plan - Classified and Exempt Positions

Pay Plan - Effective July 1, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$48,336	\$67,319
2	\$53,171	\$74,049
3	\$58,485	\$81,455
4	\$64,334	\$89,602
5	\$66,461	\$92,563
6	\$71,446	\$99,504
7	\$76,803	\$106,968
8	\$82,565	\$114,991
9	\$93,652	\$130,430
10	\$103,015	\$143,473
11	\$113,317	\$157,819
12	\$124,649	\$173,602

Effective 07/01/2024 the FLSA salary threshold for overtime eligibility increases to \$844/wk (\$43,888 annualized)
Effective 01/01/2025 the FLSA salary threshold for overtime eligibility increases to \$1,128/wk (\$58,656 annualized)