



To: Mayor Bergquist & Trustees

From: Alayna Carrell, Town Clerk

Date: June 9, 2025

RE: Consideration to Approve Resolution 27-2025, Approving Updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications

The purpose of this memo is to recommend approval of updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications. These updates are necessary to ensure that job titles accurately reflect the positions currently offered, promoting transparency and alignment between roles and compensation.

Currently, several job titles do not fully represent the actual duties and responsibilities of positions within the Town of Grand Lake. This misalignment has caused confusion among employees' role expectations and pay structures. Updating these titles will create a clearer framework for both current staff and future hires, supporting fair and consistent pay practices.

Key Updates and Changes

- Removal of "Community Development Director" due to hiring in a planner capacity
- Change of "GLC Director" to "Grand Lake Center Operations Manager"
- "Administrative Assistant/Event Manager" moved from Pay Grade 200 to 250, as the current employee filling that roll is at the top of Grade 200
- Change of "Code Enforcement Officer" to "Code Enforcement-Permit Technician"
- Removal of "GLC Manager" following the creation of "Grand Lake Center Operations Manager"
- Change of "PW Operator I" to "Public Works Maintenance-Operator"
- Change of "PW Mechanic I" to "Public Works Mechanic-Operator"
- "GLC Operations Employee" moved from Pay Grade 200 to 100, reclassified as "Grand Lake Center Front Office Desk Assistant"
- Change of "Parks Maintenance" to "Parks Maintenance Technician"
- Removal of "PW Operator II"
- Change of "Seasonal Marina Employee" to "Marina Seasonal Employee"



Objectives of These Updates

- Align the Town of Grand Lake's Pay/Salary Grades and Job Classifications as job titles with the actual positions offered by the Town
- Enhance transparency regarding role responsibilities and compensation for employees and the Board
- Establish a clear baseline for the current workforce, supporting fair and consistent pay practices
- Provide flexibility for the Board to adjust the Town of Grand Lake's Pay/Salary Grades and Job Classifications as new positions arise

Next Steps

Upon approval, this updated document, along with a current job description will be distributed to all employees to ensure awareness and understanding of their roles with the Town of Grand Lake.

Suggested Motions

- I motion to approve/deny Resolution 27-2025, Approving Updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications
- I motion to approve Resolution 27-2025, Approving Updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications with the following conditions