



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

To: Mayor Kudron and the Grand Lake Board of Trustees
From: John Crone, Town Manager
Re: Resolution 6-2023 Adopting a Pay / Salary Grade Schedule for Town Employees
Date: January 23, 2023

Background

The Town policies require that employee pay be based upon a pay/salary grade schedule:

Pay/Salary Grades

Employee pay is determined per Town salary grades based on job classifications. Job classifications are used to objectively and accurately define and evaluate the duties, responsibilities, tasks and authority level of a job. – Personnel Manual 2/14/2022

The recent COL raises that the Board approved in the Budget need to be updated in the pay/salary grade schedule.

The reason to have a published pay schedule is primarily to promote transparency in government operations. The pay schedule also allows for ease of pay analysis and pay adjustment. The rates in the schedule do not reflect additional benefits that are provided by the Town. The schedule also provides comparative classifications for the Town's various jobs.

The proposed pay schedule that is attached to this memo reflects current pay rates for Town employees. The schedule also contains proposed pay grades for certain positions that currently do not exist but that are anticipated in the near future. These positions include: an Assistant Public Works Director and Parks Maintenance positions.

Action

If the Board of Trustees wishes to approve the proposed pay grades, it may do so by adopting resolution 06-2023 with the following motion:

I move adopt Resolution 06-2023, Approving Town of Grand Lake Employee Pay Grades and Classifications.

TOWN OF GRAND LAKE

RESOLUTION 06-2023

APPROVING TOWN OF GRAND LAKE EMPLOYEE PAY GRADES AND JOB CLASSIFICATIONS

WHEREAS, the Town of Grand Lake employs many workers across a wide range of positions; and,

WHEREAS, the publication of pay grades and job classifications promotes government transparency in the community; and,

WHEREAS, the publication of pay grades and classifications encourages fair and non-discriminatory treatment of all employees; and,

WHEREAS, the publication of pay grades and classifications allows for more efficiency in the hiring of new employees and the promotion of current employees; and,

WHEREAS, it is important to the provision of good government that the Town of Grand Lake's pay grades and classifications be easily accessible to all employees and citizens; and,

NOW THEREFORE BE IT RESOLVED BY THE GRAND LAKE BOARD OF TRUSTEES AS FOLLOWS:

The Town of Grand Lake Employee Pay/Salary Grades and Job Classifications attached to this resolution are hereby adopted.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO, THIS 23rd day of JANUARY 2023.

(SEAL)

Votes Approving:

Votes Opposed:

Absent:

Abstained:

ATTEST:

TOWN OF GRAND LAKE

Alayna Carrell
Town Clerk

Stephen Kudron
Town Mayor



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Town of Grand Lake Pay/Salary Grades and Job Classifications – January 23, 2023

<u>Salary Grade</u>	<u>Job Title</u>	<u>Range Minimum</u>	<u>Range Maximum</u>
500		\$96,100	\$144,100
	Town Manger (e)	\$46.20	\$69.28
400		\$60,100	\$106,100
	Treasurer (e)	\$28.89	\$51.01
	Public Works Director		
	Water Superintendent		
	Community Development Director (e)		
350		\$54,100	\$76,100
	Clerk	\$26.00	\$36.59
	Planner (e)		
	Asst. PW Director		
	Community Engagement Manager (e)		
300		\$41,100	\$58,100
	Marina Director (e)*		
250		\$41,100	\$71,100
	PW Operator I	\$19.76	\$34.18
	PW Mechanic		
	Water Operator I		
	GLC Manager		
	Code Enforcement Officer		
	Bookkeeper		
200		\$34,100	\$62,100
	PW Operator II	\$16.39	\$29.86
	Water Operator II		
	Administrative Assistant		
	Parks Maintenance		
100		\$14.00	\$26.50
	Seasonal Marina Employee		