



MEMO

Department

To: Finance & Personnel
From: Elisa Hodge, Human Resources Director
Date: 12/1/2025
Re: 2026 Pay Grade Classification and Schedule

Attached are:

- 2026 Pay Grade Schedule: represents a 3.5% schedule adjustment as presented in the 2026 budget information, along with a correction to the step increments to ensure all have a 2.25% upward increase.
- 2026 Job Titles and Grade Classifications
 - New position of Human Resources Coordinator as presented by the People Operations Plan (POP) with the 2026 Budget
 - New position of Assistant Library Director as presented by the People Operations Plan (POP) with the 2026 Budget
 - New position of Parks Foreman as presented by the People Operations Plan (POP) with the 2026 Budget
 - Accounts Payable position presented with the People Operations Plan, with the 2026 budget, is to convert the part-time position to full-time, no grade change.
- 2026 Seasonal Positions and Pay Rate: represents the consolidation of several Recreation Department titles as presented on 8/18/2025, as well as pay rates with other positions receiving the schedule change of 3.5%.

Staff Recommended Action:

Proposed that the Committee approve:

1. 2026 Pay Grade Schedule as presented
2. 2026 Job Titles and Grade Classifications
3. Posting to fill vacancies for the newly created positions with the People Operation Plan (POP) and 2026 Budget:
 - a. Human Resources Coordinator full-time
 - b. Assistant Library Director full-time

- c. Parks Foreman full-time
 - d. Conversion of the Accounts Payable position to full-time
- 4. 2026 Seasonal Positions as presented

2026 Pay Schedule									
Step Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
1	16.85	17.23	17.62	18.02	18.43	18.84	19.26	19.69	20.13
2	18.98	19.41	19.85	20.30	20.76	21.23	21.71	22.20	22.70
3	19.25	19.68	20.12	20.57	21.03	21.50	21.98	22.47	22.98
4	19.79	20.24	20.70	21.17	21.65	22.14	22.64	23.15	23.67
5	21.88	22.37	22.87	23.38	23.91	24.45	25.00	25.56	26.14
6	22.02	22.52	23.03	23.55	24.08	24.62	25.17	25.74	26.32
7	23.32	23.84	24.38	24.93	25.49	26.06	26.65	27.25	27.86
8	25.97	26.55	27.15	27.76	28.38	29.02	29.67	30.34	31.02
9	27.02	27.63	28.25	28.89	29.54	30.20	30.88	31.57	32.28
10	29.50	30.16	30.84	31.53	32.24	32.97	33.71	34.47	35.25
11	30.59	31.28	31.98	32.70	33.44	34.19	34.96	35.75	36.55
12	33.67	34.43	35.20	35.99	36.80	37.63	38.48	39.35	40.24
13	58,635	59,954	61,303	62,682	64,092	65,534	67,009	68,517	70,059
14	61,393	62,774	64,186	65,630	67,107	68,617	70,161	71,740	73,354
15	63,100	64,520	65,972	67,456	68,974	70,526	72,113	73,736	75,395
16	63,459	64,887	66,347	67,840	69,366	70,927	72,523	74,155	75,823
17	68,310	69,847	71,419	73,026	74,669	76,349	78,067	79,824	81,620
18	72,206	73,831	75,492	77,191	78,928	80,704	82,520	84,377	86,275
19	72,784	74,422	76,096	77,808	79,559	81,349	83,179	85,051	86,965
20	73,760	75,420	77,117	78,852	80,626	82,440	84,295	86,192	88,131
21	82,727	84,588	86,491	88,437	90,427	92,462	94,542	96,669	98,844
22	86,920	88,876	90,876	92,921	95,012	97,150	99,336	101,571	103,856
23	91,141	93,192	95,289	97,433	99,625	101,867	104,159	106,503	108,899
24	97,634	99,831	102,077	104,374	106,722	109,123	111,578	114,089	116,656
25	102,025	104,321	106,668	109,068	111,522	114,031	116,597	119,220	121,902
26	106,818	109,221	111,678	114,191	116,760	119,387	122,073	124,820	127,628
27	111,626	114,138	116,706	119,332	122,017	124,762	127,569	130,439	133,374
28	116,650	119,275	121,959	124,703	127,509	130,378	133,312	136,312	139,379
29	121,897	124,640	127,444	130,311	133,243	136,241	139,306	142,440	145,645
30	127,383	130,249	133,180	136,177	139,241	142,374	145,577	148,852	152,201

2026 Positions by Pay Grade

Title	Pay Grade
Library Assistant Local History	H02
Library Assistant Communications Coordinator	H02
Library Assistant Materials Processing	H02
Library Assistant Programming	H02
Library Assist Native American Outreach Coordinator	H02
Library Assistant	H02
Library Assistant On-Call	H02
Administrative Coordinator- Library	H05
Office Assistant- DPW	H05
Office Assistant- Recreation	H05
Clerk Of Municipal Court	H07
Records Assistant	H07
Administrative Coordinator- Mayor	H08
Administrative Assistant- 1000 Islands	H08
Assistant Naturalist	H08
Site Manager- 1000 Islands	H08
Paralegal	H09
Accounting Specialist (AP)	H09
Accounting Specialist (AR)	H09
HR Coordinator	H09
Technology Coordinator- Library	H09
Code Enforcement Officer	H10
Janitor	H10
Laborer	H10
Parks Technician	H10
Small Truck Driver	H10
Tandem Truck Driver	H10
Automated Garbage Truck Driver	H11
Backhoe Operator	H11
Grader Operator	H11
Loader Operator	H11
Sweeper Operator	H11
Sewer Crew	H11
Mechanic	H12
Senior Paralegal	H12
Youth Services Librarian I	S13

Title	Pay Grade
Payroll Coordinator	S14
Adult Services Librarian II	S14
Administrative Services Supervisor	S14
Associate Planner	S15
Planning/Engineer Tech	S16
Accountant	S17
City Clerk	S17
Naturalist	S17
Recreation Program Manager	S17
Community Enrichment Program Manager	S17
Marketing and Communications Manager	S19
Street Foreman	S19
Park Foreman	S19
Project Engineer	S20
Assistant Library Director	S20
IT Manager	S21
Senior Accountant	S21
Building Inspector	S21
Senior Engineer	S21
Street Superintendent	S21
Lieutenant Investigator	S22
Division Fire Chief, Operations	S24
Division Fire Chief, Training	S24
Assistant Police Chief	S24
Director of Planning & Community Development	S25
Library Director	S25
Community Enrichment & Recreation Director	S25
Human Resources Director	S26
Fire Chief	S27
Police Chief	S27
Director of Public Works	S28
Finance Director/Treasurer	S30

2026 City of Kaukauna Seasonal Positions

POSITION TITLE	2025 Rates	2026 Rate
SPORTS COORDINATOR		\$ 23.00
SPORTS INSTRUCTOR		\$ 20.00
SPORTS ASSISTANT		\$ 15.50
CERTIFIED FITNESS INSTRUCTOR		\$ 23.00
FITNESS INSTRUCTOR		\$ 18.00
DANCE INSTRUCTOR		\$ 20.00
COMMUNITY ENRICHMENT COORDINATOR	\$20.69	\$ 21.00
AQUATIC CENTER ASSISTANT SUPERVISOR	\$19.26	\$ 20.00
AQUATIC CENTER FACILITIES SUPERVISOR	\$25.05	\$ 28.00
AQUATIC CENTER SUPERVISOR	\$23.15	\$ 23.50
ATTENDANTS / CONCESSIONAIRE	\$12.81	\$ 13.00
CONCESSIONS ASSISTANT SUPERVISOR	\$15.71	\$ 20.00
LIFEGUARD I	\$15.57	\$ 15.75
LIFEGUARD II	\$16.61	\$ 16.75
LIFEGUARD III	\$17.66	\$ 17.75
POOL LANDSCAPER	\$14.64	\$ 15.00
WATER AEROBICS INSTRUCTOR	\$15.46	\$ 23.00
WATER SAFETY AIDE		\$ 15.50
WATER SAFETY INSTRUCTOR (NO LIFEGUARD CERTIFICATION)		\$ 16.50
WATER SAFETY INSTRUCTOR (W/LIFEGUARD CERTIFICATION)	\$18.22	\$ 18.50
SUMMER SCHOOL AIDE	\$15.16	\$ 15.00
UMPIRE***		\$ 30.00
TEACHER* (KASD - Get rate from School)	\$27.45	TBD
TEACHER (not KASD Teacher)	\$24.10	TBD
CROSSING GUARD	\$16.39	\$ 16.96
COMMUNITY SERVICE OFFICER (CSO)	\$16.39	\$ 16.96
INTERN - COMMUNITY ENRICHMENT	\$13.24	\$ 13.70
INTERN - ENGINEERING	\$16.85	\$ 17.44
INTERN - HR		\$ 17.00
INTERN - PLANNING	\$13.24	\$ 13.70
INTERN - NATURALIST	\$13.24	\$ 13.70
LABORER SEASONAL - ENTRY	\$16.85	\$ 17.44
LABORER SEASONAL - 2 YEAR	\$17.40	\$ 18.01
LABORER SEASONAL - 3 YEAR	\$17.88	\$ 18.51
POC-TRAINING (FIRE FIGHTER)	\$11.99	\$ 12.41
POC-CALL-IN (FIRE FIGHTER)	\$16.57	\$ 17.15
POC-TRAINING (DRIVER)	\$12.38	\$ 12.81
POC-CALL-IN (DRIVER)	\$16.91	\$ 17.50
YOUTH APPRENTICE - ENGINEERING	\$11.78	\$ 12.19