



# MEMO

## Finance

To: Committee of the Whole  
From: Finance Director, Van Rossum  
Date: 11/11/2023  
Re: Position Classifications and Wage Scale Pertaining to 2025 Budget

Attached is the updated wage scale and position classification for the non-represented employees of the City. This revised compensation program, approved at the 4/16/24 meeting, builds upon data from our 2022 Compensation and Classification Study and integrates performance-based elements to enhance accountability and alignment with city goals.

The 2025 fiscal year wage scale reflects a 3% increase as outlined in the budget, aligning with both market conditions and cost-of-living adjustments for our employees. This update ensures competitive and fair compensation for all non-represented employees, covering both exempt/nonexempt positions and the Street Department. Seasonal staff, however, will continue to follow a separate table aligned with this wage scale.

With the budget's 3% increase for 2025, the revised wage scale and position classification will take effect with the first paycheck of the 2025 budget year. This implementation underscores our commitment to fairly compensating employees for their valuable contributions to the City.

**City of Kaukauna**  
**Pay Grade Classification**  
**As of January 1, 2025**

<b>Grade</b>	<b>Positions</b>
1	
2	Library Assistant
3	
4	
5	Office Assistant, Administrative Coordinator (Library)
6	
7	Records Assistant, Clerk of Courts
8	Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager
9	AR Specialist, AP Specialist, Paralegal, Library Technology Coordinator
10	Janitor (aka facilities), Laborer, Park Tech, Sm Truck, Tandem Truck Code Enforcement Officer
11	Heavy Equip & Sewer, Senior Paralegal
12	Mechanic
13	Youth Services Librarian I, Adult Services Librarian I
14	Administrative Services Supervisor (PD), Youth Services Librarian II, Adult Services Librarian II, HR/Payroll Coordinator
15	Associate Planner
16	Planning/Engineering Tech
17	City Clerk, Naturalist, Recreation Program Manager, Community Enrichment Program Manager, Principal Planner, Accountant
18	Principal Planner, Accountant
19	Street Foreman, Marketing & Communications Manager
20	Project Engineer
21	Street Superintendent, Senior Project Engineer, Building Inspector, Asst. Library Director, IT Manager, Assistant Fire Chief Training, Senior Accountant
22	LT Investigator, Assistant Fire Chief - Shifts
23	
24	Assistant Fire Chief - Day, Assistant Police Chief
25	Director of Planning & Community Development, Library Director, Recreation & Community Enrichment Director
26	HR Director
27	Fire Chief, Police Chief
28	Director of Public Works
29	
30	Finance Director /Treasurer

Grade	min time on step	6 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	Merit Incentives
	FLSA Status	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I		
	Performance Score	Minimum score 2.75			Minimum score of 3		Minimum score of 3.25		Minimum score of 3.5		Minimum score of 3.75	
					100%				110%			
1	non-exempt	\$16.28	\$16.68	\$17.07	\$17.47	\$17.88	\$18.28	\$18.70	\$19.14	\$19.58		
2	non-exempt	\$18.34	\$18.78	\$19.22	\$19.67	\$20.14	\$20.60	\$21.07	\$21.56	\$22.05		
3	non-exempt	\$18.60	\$19.03	\$19.49	\$19.94	\$20.41	\$20.88	\$21.36	\$21.86	\$22.35		
4	non-exempt	\$19.12	\$19.57	\$20.03	\$20.50	\$20.98	\$21.47	\$21.96	\$22.46	\$22.98		
5	non-exempt	\$21.14	\$21.64	\$22.15	\$22.67	\$23.21	\$23.73	\$24.28	\$24.84	\$25.41		
6	non-exempt	\$21.28	\$21.78	\$22.30	\$22.82	\$23.36	\$23.90	\$24.45	\$25.01	\$25.59		
7	non-exempt	\$22.53	\$23.05	\$23.60	\$24.15	\$24.72	\$25.29	\$25.87	\$26.46	\$27.07		
8	non-exempt	\$25.09	\$25.69	\$26.29	\$26.90	\$27.54	\$28.17	\$28.82	\$29.49	\$30.16		
9	non-exempt	\$26.11	\$26.72	\$27.36	\$28.00	\$28.65	\$29.31	\$29.98	\$30.67	\$31.38		
10	non-exempt	\$28.50	\$29.17	\$29.86	\$30.56	\$31.28	\$32.01	\$32.76	\$33.54	\$34.33		
11	non-exempt	\$29.56	\$30.26	\$30.97	\$31.70	\$32.45	\$33.22	\$33.99	\$34.79	\$35.62		
12	non-exempt	\$32.53	\$33.29	\$34.07	\$34.88	\$35.70	\$36.53	\$37.40	\$38.27	\$39.18		
13	exempt	\$56,652	\$57,986	\$59,351	\$60,748	\$62,178	\$63,609	\$65,071	\$66,568	\$68,099		
14	exempt	\$59,317	\$60,712	\$62,142	\$63,605	\$65,102	\$66,600	\$68,131	\$69,698	\$71,302		
15	exempt	\$60,966	\$62,400	\$63,869	\$65,373	\$66,912	\$68,451	\$70,026	\$71,635	\$73,283		
16	exempt	\$61,313	\$62,757	\$64,234	\$65,746	\$67,294	\$68,842	\$70,425	\$72,044	\$73,702		
17	exempt	\$66,000	\$67,554	\$69,144	\$70,772	\$72,438	\$74,104	\$75,809	\$77,553	\$79,336		
18	exempt	\$69,764	\$71,407	\$73,088	\$74,808	\$76,569	\$78,330	\$80,132	\$81,976	\$83,861		
19	exempt	\$70,323	\$71,978	\$73,673	\$75,407	\$77,183	\$78,958	\$80,774	\$82,632	\$84,532		
20	exempt	\$71,266	\$72,944	\$74,661	\$76,418	\$78,217	\$80,016	\$81,856	\$83,739	\$85,665		
21	exempt	\$79,929	\$81,811	\$83,737	\$85,708	\$87,726	\$89,744	\$91,808	\$93,920	\$96,079		
22	exempt	\$83,981	\$85,959	\$87,982	\$90,053	\$92,173	\$94,293	\$96,462	\$98,680	\$100,950		
23	exempt	\$88,059	\$90,131	\$92,253	\$94,425	\$96,648	\$98,871	\$101,145	\$103,472	\$105,851		
24	exempt	\$94,332	\$96,552	\$98,825	\$101,152	\$103,534	\$105,915	\$108,351	\$110,842	\$113,392		
25	exempt	\$98,575	\$100,896	\$103,271	\$105,702	\$108,190	\$110,679	\$113,225	\$115,829	\$118,493		
26	exempt	\$103,206	\$105,636	\$108,122	\$110,668	\$113,273	\$115,879	\$118,544	\$121,270	\$124,059		
27	exempt	\$107,851	\$110,390	\$112,989	\$115,648	\$118,371	\$121,094	\$123,879	\$126,728	\$129,643		
28	exempt	\$112,705	\$115,357	\$118,073	\$120,853	\$123,698	\$126,543	\$129,453	\$132,431	\$135,477		
29	exempt	\$117,775	\$120,548	\$123,386	\$126,290	\$129,263	\$132,237	\$135,278	\$138,389	\$141,572		
30	exempt	\$123,075	\$125,972	\$128,937	\$131,973	\$135,080	\$138,187	\$141,365	\$144,617	\$147,943		

## 2025 City of Kaukauna Season Positions

<b>POSITION TITLE</b>	<b>2024 Rates</b>	<b>2025 Rates</b>
ARCHERY/RIFLERY INSTRUCTOR	\$21.99	\$22.65
ASSISTANT POOL SUPERVISOR	\$18.70	\$19.26
ATTENDANTS / CONCESSIONAIRE - ENTRY	\$12.26	\$12.63
ATTENDANTS / CONCESSIONAIRE - 1 YEAR	\$12.44	\$12.81
CROSSING GUARD	\$15.91	\$16.39
COMMUNITY SERVICE OFFICER (CSO)	\$15.91	\$16.39
DANCE INSTRUCTORS - 1 YEAR	\$25.38	\$26.14
DANCE INSTRUCTORS - 2 YEAR	\$26.92	\$27.73
DANCE INSTRUCTORS - 3 YEAR	\$28.47	\$29.32
DISC GOLF	\$19.88	\$20.48
DRIBBLERS CLUB COORDINATOR	\$21.99	\$22.65
FLAG FOOTBALL COORDINATOR (Supervisor)	\$22.23	\$22.90
FLAG FOOTBALL INSTRUCTOR	\$13.51	\$13.92
FLAG FOOTBALL REFEREE (PER GAME)	\$16.28	\$16.77
GOLF AIDE	\$12.98	\$13.37
GOLF INSTRUCTOR	\$25.39	\$26.15
GYMNASTICS - SPRING / SUMMER / FALL (Instructor)	\$13.59	\$16.00
GYMNASTICS - SPRING/FALL (Supervisor)	\$28.96	\$29.83
LEAD CONCESSIONAIRE	\$15.25	\$15.71
LIFEGUARDS - ENTRY	\$15.12	\$15.57
LIFEGUARDS - 2 YEAR	\$16.13	\$16.61
LIFEGUARDS - 3 YEAR	\$17.15	\$17.66
OPEN GYM SUPERVISOR / ATTENDANT	\$12.56	\$12.94
PLANNING / NATURALIST / COMMUNITY ENRICHMENT INTERN	\$12.85	\$13.24
COMMUNITY ENRICHMENT COORDINATOR	\$20.09	\$20.69
ENGINEERING INTERN	\$16.36	\$16.85
ENGINEERING YOUTH APPRENTICE	\$11.44	\$11.78
POC-TRAINING (FIRE FIGHTER)	\$11.64	\$11.99
POC-CALL-IN (FIRE FIGHTER)	\$16.09	\$16.57
POC-TRAINING (DRIVER)	\$12.02	\$12.38
POC-CALL-IN (DRIVER)	\$16.42	\$16.91
POOL LANDSCAPER- ENTRY	\$14.21	\$14.64
POOL LANDSCAPER- 1 YEAR	\$14.75	\$15.19
POOL LANDSCAPER- 2 YEAR	\$15.21	\$15.67
POOL MAINTENANCE MANAGER - ENTRY	\$20.27	\$20.88

**2025 City of Kaukauna Season Positions**

<b>POSITION TITLE</b>	<b>2024 Rates</b>	<b>2025 Rates</b>
POOL MAINTENANCE MANAGER - 2 YEAR	\$22.29	\$22.96
POOL MAINTENANCE MANAGER - 3 YEAR	\$24.32	\$25.05
POOL SUPERVISOR	\$22.48	\$23.15
SCOREKEEPER	\$12.41	\$15.00
STRONG BONES INSTRUCTOR	\$16.37	\$16.86
SUMMER SCHOOL AIDE - ENTRY	\$12.85	\$13.24
SUMMER SCHOOL AIDE - 2 YEAR	\$13.89	\$14.31
SUMMER SCHOOL AIDE - 3 YEAR	\$14.72	\$15.16
TEACHER* (Get from School)	TBD	TBD
TEACHER(not KASD Teacher)	\$24.51	\$25.25
UMPIRE - ADULT DIAMOND SPORTS / 7 & 8 YR OLD BASEBALL	\$26.92	\$27.73
UMPIRE - YOUTH DIAMOND SPORTS (Bases)	\$37.26	\$38.38
UMPIRE - YOUTH DIAMOND SPORTS (Plate)	\$44.75	\$46.09
VOLLEYBALL INSTRUCTOR	\$21.99	\$22.65
WATER AEROBICS INSTRUCTOR	\$15.01	\$15.46
WATER SAFETY INSTRUCTOR (W/LIFEGUARD CERTIFICATION)	\$17.69	\$18.22
YOUTH SPORT ASSISTANT	\$15.01	\$15.46